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## HYBRID BHA MINUTES

MINUTES OF THE HYBRID REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM REMOTELY ON JANUARY 22, 2024.

**1. CALL TO ORDER:** Meeting was called to order at 5:33 p.m.

**2. ROLL CALL:**

**Present:**

Chair Jeff Flood  
Vice Chair Ryan Burton  
Commissioner Joan Hanten

Commissioner Diane West  
Commissioner Susie Beil

**ABSENT:**

Commissioner Andre Henderson

**BHA Staff Present:**

Jill Stanton, Executive Director  
Andi Reed, Housing Director  
Windy Epps, Finance Director  
Carlita Alegria, CMS Director  
Tim Schanne, Business Solutions Director  
Paula Kennedy, Human Resources Manager  
Katie Sharp, Communications Manager  
Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

**Others Present:**

Karen & Ron Richmond, Legal Counsel  
Angie

**3. PUBLIC COMMENT:**

A concerned resident is seeking assistance regarding clarification on how to get a voucher and/or housing. As an advocate for the homeless, it is important to residents to understand how to maintain and keep their voucher/housing. Resident commented she has not received a response to her inquiry. Chair Flood asks that Ms. Reed reach out to Ms. Angie.

**4. CHAIR COMMENTS:** Last week Chair Flood had the opportunity to spend time with the Property Management team. He shared with them how much we appreciate the work that they perform.

**5. COMMISSIONER COMMENTS:** None.

**6. APPROVAL OF CONSENT AGENDA:** All items listed under the "Consent Agenda" are routine and will be enacted **by one motion** unless a commissioner so requires, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- 6.1 Approval of Regular Minutes: November 27, 2023
    - 6.1.1 Approval of Finance/CMS/Personnel Committee Minutes: November 16, 2023
  - 6.2 Approval of Cash Disbursements –  
November 2023: \$22,386,713.73  
December 2023: \$22,835,392.30
  - 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –  
November 2023: \$22,386,713.73  
December 2023: \$22,835,392.30
  - 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -  
November 2023: No write offs.  
December 2023: No write offs.
  - 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -  
November 2023: No write offs.  
December 2023: No write offs.
- ☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Vice Chair Burton moved for approval of motion. Commissioner Beil seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

## 7. EXECUTIVE DIRECTOR'S REPORT:

### 7.1 Executive:

- 7.1.1 Executive Director's Report: Comments by Ms. Stanton.

#### 1. Residents and Participants:

On January 10, 2024, the mayor's staff presented their proposed low barrier congregate walk-up shelter at Oyster Bay. Ms. Stanton along with the leaders of Kitsap Mental Health Services, KCR, and St. Vincent de Paul presented an alternative shelter proposal to the City of Bremerton Council. The City Council voted in support of the Hybrid Shelter.

What does this mean. What role do we want BHA to have. Who will take the lead. The city may feel BHA should take the lead in some manner. Shelters are not something that housing authorities have done in the past. There has been some overlap recently with who we serve. We need to consider the impact this would have on staff. One of our main goals is to provide vouchers to individuals and households coming out of shelters so that shelters can free up more beds for unhoused residents.

Ms. Stanton will be working with other leaders in the community, including the city and County to sort this through.

The Board question what is most important for BHA to consider. What are some of the questions we need answers too. Ms. Stanton replied, BHA would need clarification from others what our role will be. BHA's would want a vendor to handle site management. BHA would want the city to have some form of responsibility. To be successful, it is important that we are all on the same page. Ms. Stanton has enough feedback from the Board to move forward.

2. **Partners and Advocates:**

We received the full award of \$6.5 million for Evergreen Bright Start from the Department of Commerce. This will complete the acquisition of the building with a total grant award of \$10.5 million. \$200,000 to be set aside for expenses tied to property. Moving forward with closing. There will be a Ribbon Cutting ceremony sometime in February. This is great news for our community.

We are implementing our voucher referral program for the 250 vouchers that we need to lease up. We have several agencies who will enter a Memorandum of Understanding (MOU) who are committed to being a part of the program.

We want the Board to be aware of marketing opportunities out there. We are seeing a strong buyer's market which may present us with some unique opportunities. If we can put a funding package together that will allow us to ask the Board for support when expanding our housing units this would be most helpful.

3. **Financial Strength:**

We received approval of our Rental Assistance Demonstration (RAD) application from HUD. We have issued the Requests for Proposals for Construction Companies. We received three proposals.

4. **Organizational Capacity:**

We had a wonderful and sweet employee celebration in December. The event was well attended. We have the All-Staff virtual meeting January 24, 2024, where we will continue our focus on creating a culture of "Focus on the good".

5. **Other Reports:**

No comments.

**7.2 Finance:** Comments by Ms. Epps.

7.2.1 Resolution B24-02 Authority's Revolving Line of Credit Revenue Note, 2024

- ☞ **Chair Flood called for a motion to approve Resolution B24-02 Authority's Revolving Line of Credit Revenue Note, 2024 as presented. Commissioner Hanten moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

**7.3 Housing Management:** Comments by Ms. Reed.

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA (November & December)

Save my spot letters were sent out to folks on the waitlist. May see an increase in waitlist count.

We pulled 200 folks off the waitlist in preparation for the 250 vouchers we need to lease up.

7.3.2 Property Vacancy Report (November & December)

Vacancies are on the decline. We have hired a Maintenance Supervisor. The turnaround time to turn a unit is no longer than three weeks.

We had units impacted by the recent freezing temperatures. Units are currently being worked on.

7.4 **Human Resources:** There are no HR items.

7.5 **Contract Management Services:** Comments by Ms. Alegria.

7.5.1 Resolution B24-01 Amending CMS Director Name Change

- ☞ **Chair Flood called for a motion to approve Resolution B24-01 Amend CMS Director Name Change as presented. Commissioner Beil moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.6 **Business Solutions Reporting:** Comments by Mr. Schanne.

7.6.1 Aspire

Business Solutions is celebrating its one-year anniversary. We look back at how we have supported the agency internally. We have launched the BHA Learning Center platform. This is where all the demand training, onboard new hires etc. takes place. We plan to implement in housing, next.

### 7.6.2 Project Connect

Is an example of how Business Solutions helps BHA as a community convener. Ms. Sharp now serves as Chair of the Kitsap Housing and Homelessness Coalition. Kitsap Project Connect will be hosting fairs in Poulsbo, January 23<sup>rd</sup> (Gateway Fellowship Church), Bremerton January 24<sup>th</sup> (The Salvation Army) and Port Orchard January 25<sup>th</sup> (Port Orchard United Methodist Church) area next week..

## 8. EXECUTIVE SESSION:

- 8.1 The purpose of the Executive Session is to review the new Employment Contract for the Executive Director's terms of Employment (RCW 42.30.110(1)(g)). This portion of the meeting is closed to the public.

The Executive Session commenced at 6:20 p.m. for a period of 5 minutes. The session continued for another 6 minutes and adjourned at 6:31 p.m. Regular portion of board session reconvened at 6:31.

- 8.2 The purpose to discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110(1)(i)(iii)). This portion of the meeting is closed to the public.

The Executive Session commenced at 6:34 p.m. for a period of 30 minutes. The session continued for another 12 minutes and adjourned at 7:11 p.m. Regular portion of board session reconvened at 7:11 p.m.

## 9. UNFINISHED BUSINESS:

### 9.1 Executive Director Performance Review

- ☞ **Chair Flood called for a motion to approve the new three-year term Employment Contract for the Executive Director. Vice Chair Burton moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

## 10. NEW BUSINESS: None.

## 11. FUTURE 2024 REGULAR MEETINGS: February 26 and March 25, 2024

February 22, 2024 – Finance/CMS/Personnel Committee Meeting

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:15 p.m.

*Jill Stanton*

Executive Secretary

*A. B. Flood*

Chair of the Board

SEAL

