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HYBRID BHA FINANCE/CMS/PERSONNEL COMMITTEE MINUTES

HYBRID FINANCE/CMS/PERSONNEL COMMITTEE MEETING OF THE BOARD OF COMMISSIONERS OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD AT 4:00 PM AT 600 PARK AVENUE AND/OR REMOTELY, ON FEBRUARY 22, 2024.

1. CALL TO ORDER: Meeting was called to order at 4:00 P.M.

2. ROLL CALL:

Present:

(Subchair) Ryan Burton
Commissioner Jeff Flood

Commissioner Susie Beil
Commissioner Diane West

BHA Staff Present:

Jill Stanton	Executive Director
Windy Epps	Finance Director
Paula Kennedy	HR Manager
Carlita Alegria	CMS Director
Jonathan Bloomquist	Controller
Ron Packer	Accounting Operations Manager
Lorna Camacho	Office Manager/Executive Assistant/Minute Taker

3. SUBCHAIR COMMENTS: Subchair Burton stated he appreciated staff, making the shared information easy to understand.

A brief discussion was held regarding 20-day notices for Section 8 tenants who may wish to move. What is the process, what happens if a tenant should need an extension, and what happens if paperwork is incomplete.

4. FINANCE REPORTING: Comments by Ms. Epps.

4.1 First Quarter Financial Reporting

Presented is the First Quarter Financial Reporting for FY 2024. Ms. Epps reviewed and discussed the First Quarter Financial PowerPoint Reporting in detail.

Unrestricted Cash, amounting to \$25.8 million as of December 31, 2023, experienced a nominal decline of \$147,000 during the first quarter, attributed to various factors. Notably, the payment of liabilities in the amount of \$189,000, increases in accounts receivable by \$77,000, and payments toward the Evergreen Bright Start property totaling \$68,000 were the primary causes for the decrease in unrestricted cash. These amounts were partially offset by \$163,000 from net income. Additionally, \$2.2 million was transferred from general operations to the Local Government Investment Pool (LGIP). Modification made to this table format for easier review.

Restricted cash, totaling \$4.4 million, saw a year-over-year increase of \$218,000 by the end of December, primarily driven by additions to replacement reserves at Summit and Bay Vista Commons and deposits into FSS Escrow accounts.

Total revenue for the first quarter, amounting to \$68 million, exceeded budget expectations by \$2.3 million, or 3.5%. This favorable variance includes greater pass-through housing assistance payments (HAP) for both Contract Management Services (CMS), totaling \$1.25 million, and the Housing Choice Voucher (HCV) program, amounting to \$197,000. Other notable contributors to the increase in revenue include miscellaneous income, surpassing projections by \$588,000, primarily attributed to CMS admin revenue caused by an increased Fair Market Rent (FMR) rates (\$276,000) and Management and Occupancy Review (MOR) revenue (\$45,000). Additionally, interest income outperformed budget estimates by \$80,000.

Total expenses amounted to \$67.8 million, surpassing anticipated projections by \$1.8 million. This increase can be primarily attributed to the increase in CMS and HCV pass-through HAP expenses, coupled with higher maintenance costs. However, these increases were partially offset by lower administration expenses, resulting from vacant positions budgeted for the entire year.

Overall, net income totaling \$163,000, surpassed the budget by \$526,000.

4.2 Resolution B24-03 Adding Bank Signer and Authorization

Resolution B24-03 which supersedes and replaces previously enacted resolutions by the Board of Commissioners naming signatories and providing authorizations to transact certain business for the Housing Authority of the City of Bremerton (BHA) bank accounts. This update is necessary due to the hiring of Jonathan Bloomquist, Controller, as an additional signer with the same authorization formally established for continuity of operations.

5. **CMS REPORTING:** Comments by Ms. Alegria.

Notice of Funding Availability – Section 811 Program

HUD released a notice of funding availability to award Section 811 grant funds. The Section 811 program is a collaborative partnership between HUD and Dept. of Health & Human Services to provide supportive housing to elderly and disabled individuals.

We have been approached by the Washington State Dept of Commerce, the Nebraska Investment Finance Authority, and the Utah Office of Homeless Services to act as a vendor to process vouchers and to approve subsidy payments. Grant applications are due Feb 27, 2024.

We are working with our partners on contract arrangements and service pricing. We will bring forward to the BHA board a Resolution allowing us to enter contracts for 811 services as this new business opportunity progresses.

6. **PERSONNEL REPORTING:** Comments by Ms. Kennedy.

Ms. Kennedy presented a PowerPoint overview of the Fiscal Year (FY) 2023 staffing changes, both hires and turnover. Beginning Full Time Equivalent (FTEs) at 94, ending with

102. Total staff hired 44, including 24 new hires and 22 internal promotions/transfers. Total overall turnovers 15%.

Where we are in FY 2024. FTEs 110. Total staff hired 21, including 12 new hires and 9 internal promotions/transfers. Expect numbers to slow down some. Total turnover as of October 1, 2023, is 1.

Commissioner West would like to be added to the external notification for job openings. Commissioner West would like to see the Compensation Study data that BHA is required to submit to HUD every 3 to 5 years.

Discussed Applicant Tracking System and Onboarding. Moved information into ADP. Human Resources in the process of setting up modules. The plan is to use ADP for recruiting which will allow us to streamline the process, will allow the process to flow into our payroll system and mask names of applications before going to managers for review.

Aspire Learning Platform used for HR compliance. HR was the first one to kick off the Aspire platform. HR is in the process of working on meal waiver form for staff who wish to waive their lunch and e signature in Aspire.

7. FUTURE FINANCE/CMS/PERSONNEL COMMITTEE MEETING:

May 16, 2024, at 4:00 PM

8. ADJOURNMENT: There being no further business meeting adjourned at 5:12 P.M.

Jill Stanton

Executive Secretary

Jeff Flood

Chairperson of the Board

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