



600 Park Avenue  
Bremerton WA 98337  
(p) 360-616-7241  
(f) 360-616-2811  
www.bremertonhousing.org

## 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 FEBRUARY 26, 2024.

1. **CALL TO ORDER:** Meeting was called to order at 5:31 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  
Leif Wagner, Communications Connections Manager  
Katie Sharp, Communications Manager  
Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

**Others Present:**

Victoria Hilt  
Juan F.

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** None.

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: January 22, 2024

6.1.1 Approval of Housing/Business Solutions Committee Minutes: January 18, 2024

6.2 Approval of Cash Disbursements –

January 2024: \$22,034,708.06

- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable – January 2024: \$45,158.31
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - January 2024: \$11,496.74
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - January 2024: 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 West 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:

There were three resident’s meetings held regarding the repositioning project at the three elderly resident properties (Tamarack, Charter House, and The Firs) and at the Norm Dicks Government Center on February 8, 2024. For future meetings, we may want to add Casa del Sol as there are a significant number of elderly residents at this location. Information was shared informing residents of their right to return to their property after being temporarily relocated during renovations and that BHA will cover all moving expenses and logistics. Overall, residents seemed to have a positive outlook regarding the repositioning project.

#### 2. Partners and Advocates:

We are meeting weekly with our partners on the Evergreen Bright Start project. The building looks alive, which doors painted each a different color. The building should be completed in early March. The Ribbon Cutting Ceremony will be held on April 30, 2024, between 11:00 to 2:00 pm. We will invite our Board, and our partners and their Board.

A special Board meeting will be necessary sometime in March. We will need Board approval to approve the closing of the Evergreen Bright Start property, and unbudgeted expenses for the Ribbon Cutting ceremony. The closing date is yet to be determined.

We will be entering into contracts and a Memorandum of Understanding (MOU) with the service providers. Each service provider may need to fund their own services. We can expect to accrue some cost.

We continue to identify and pursue funding opportunities for a shelter in Bremerton. We can expect to accrue cost as this will require an appraisal for any property we pursue.

3. **Financial Strength:**

We are inundated with multiple property opportunities to acquire units. The cost of debt is so high that developers want out. Ms. Stanton is spending a good amount of time looking into opportunities that present itself.

4. **Organizational Capacity:**

An all-staff meeting was held in January to go over BHA's state of affairs. One of the topics most interesting to our staff was the goal to become a high performer and understanding both the PHAS and SEMAP scoring systems.

5. **Other Reports:**

No comments.

7.1.2 Resolution B24-05 Ratifying 811 Warren Option Agreement

At the October 16, 2023, Board meeting, Resolution B23-23 was passed authorizing BHA to enter into a Purchase and Sale Agreement for the purchase of 811 Warren Property. Following the meeting, the County who granted us home funds notified us that we could not enter into a Purchase and Sale Agreement prior to having the County conduct an environmental review. This was problematic because the Department of Commerce had given us a deadline in November to gain site control. Our legal counsel's solution was to enter into an Option Contract, which aligned with the County's requirements and provided site control that was acceptable to the Department of Commerce.

This Resolution ratifies that transaction. Although, the authority to proceed with the ability to purchase this property was met with the Resolution to enter a Purchase and Sale agreement, our legal counsel has advised us to proceed with this ratifying Resolution to ensure that we have the correct Resolution in place for the actual process that we followed.

- ☞ **Chair Flood called for a motion to approve Resolution B24-05 Ratifying 811 Warren Option Agreement as presented. Commissioner Hanten moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

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

## 7.2.1 First Quarter Financial Report for FY 2024

The Finance/CMS/Personnel Committee met on February 22, 2024, and presented the First Quarter Financial Reporting for FY 2024. Ms. Epps shared highlights of the First Quarter Financial Reporting PowerPoint. Overall, the net income totaling \$163,000, surpassed the budget by \$526,000.

## 7.2.2 Resolution B24-03 Adding Bank Signer and Authorization

This update is necessary due to the hiring of Jonathan Bloomquist to replace Ron Packer who will retire in April.

☞ **Chair Flood called for a motion to approve Resolution B24-03 Adding Bank Signer and Authorization as presented. Commissioner West moved for approval of motion. Vice Chair Burton 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

Ms. Reed presented an overview of the Tenant-Based Occupancy Report PowerPoint to include HCV, SRO Project Based, SHP, and TBRA.

Save my spot letters were mailed. Applicants were given 45 days to respond and Save my spot on the waitlist. Applicants can sign up for our waitlist at Rent Café.

HCV Housing Assistance Payments (HAP) – HCV HAP year to date actual compared to HAP year to date funding. Graph shows we spent more than what we have been allocated. SEMAP allocated by HUD is the amount we have spent. Allocated \$17.7 million and spent \$19 million.

HCV Units Months Leased (UML) – 1974 vouchers if funding is made available. The graph points out where HUD stops us from issuing. Last month there were 30 Request for Tenancy Approval (RFTAs). When we were in shortfall, participants who ported out, we asked those jurisdictions to absorb those ports which did not count against us. We expect to see this number increase in March.

HCV Vouchers Issued Not Under Contract – although we want to issue as many vouchers as we can, we must find a balance. Not only do we need this number up we need to include this number in our calculations for funding. We are keeping a watchful eye on this. We have CMS assisting housing. We need to issue 500 vouchers to get the number we want to be at.

Port Outs – this graph reflects when HUD asked us to stop spending. Instead of us paying for vouchers we had others absorb the vouchers.

VASH – this is part of our HCV group.

Continuum of Care – this is a supportive housing project. Working in partnership with Kitsap Community Resources (KCR). Where KCR handles the case management, and we pay for the subsidy.

Single Room Occupancy – it allows us to see areas of improvement. Minimal funding. Owners of Max Hale asked us to request from HUD to move some of their tenants while undergoing repairs.

TBRA – HUD increased our funding and asked if we need more funding. This program only has ten vouchers. This is the Mason County area. We have an agreement with Crossroads Housing. They have very low payment standards. We have requested and we have received approval for Mason County to increase rents by 20% instead of 40%. We should start seeing voucher payments on vouchers increase.

#### 7.3.2 Property Vacancy Report

It has been three months since we hired Ben Calhoun as Maintenance Supervisor. Mr. Calhoun is aware of public housing and tax credit units being turned quickly. It has been an amazing amount of work completed. Vacancy decline.

#### 7.3.3 Resolution B24-04 Approving Revision to Administrative Plan

The Bremerton Housing Authority is revising its Administrative Plan (Admin Plan) to incorporate changes in BHA policy and revised HUD language.

☞ **Chair Flood called for a motion to approve Resolution B24-04 Approving Revision to Administrative Plan as presented. Vice Chair Burton moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

#### 7.4 Human Resources: Comments by Ms. Stanton in Ms. Kennedy's absence.

##### 7.4.1 2023 Staffing Information

The Finance/CMS/Personnel Committee met on February 22, 2024, where Ms. Kennedy provided an overview of the staffing changes, both hiring and turnover, that took place in FY 2023. In summary, we had 44 positions filled. Of that 45% were due to promotions and transfer. We had a total turnover rate of 15%.

In addition, a brief update on new technology platforms was presented.

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

7.5.1 Section 811 Notice of Funding Availability

The Finance/CMS/Personnel Committee met on February 22, 2024, where Ms. Alegria provided an overview of the Section 811 grant funds. CMS is currently the service provider for Section 811 for Washington State Department of Commerce. We have been performing this work for eleven years. We have been contacted by 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 February 27, 2024.

We will bring forward to the Board a resolution allowing us to enter contracts for 811 Services as this new business opportunity progresses.

7.6 **Business Solutions Reporting:** There are no BS items.

8. **EXECUTIVE SESSION:** None.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** None.

11. **FUTURE 2024 REGULAR MEETINGS:** March 25, and April 22, 2024

No Committee meetings in March.

The PNRC NAHRO Conference to be held April 22-24, 2024. Attending will be Ms. Stanton, Ms. Kennedy, Ms. Epps, Mr. Schanne, and Commissioner Beil. The April Board meeting may be changed if we don't have a quorum.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:34 p.m.

*Jill Stanton*  
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Executive Secretary

*Jeff Flood*  
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Chair of the Board

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