



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

BHA HOUSING/BUSINESS SOLUTIONS COMMITTEE MINUTES

THE HOUSING/BUSINESS SOLUTIONS HYBRID COMMITTEE MEETING OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD 4:00 PM AT 600 PARK AVENUE AND/OR REMOTELY ON APRIL 18, 2024.

1. CALL TO ORDER: Meeting was called to order at 4:03 p.m.

2. ROLL CALL:

Present:

Commissioner Diane West

Absent:

Commissioner Joan Hanten

BHA Staff Present:

| | |
|---------------|---|
| Jill Stanton | Executive Director |
| Andi Reed | Housing Director |
| Tim Schanne | Business Solutions Director |
| Windy Epps | Finance Director |
| Paula Kennedy | Human Resources Manager |
| Lorna Camacho | Office Manager/Executive Assistant/Minute Taker |

3. SUBCOMMITTEE CHAIR COMMENTS: None

4. HOUSING REPORTING: Comments by Ms. Reed.

April 1, 2024, housing started the voucher referral program. There were approximately 30-40 people who showed up for orientation. We received 80 completed referrals, with 8 who are ready for intake eligibility. That's 80 households receiving community support with a voucher that will be looking for housing. Success rate over 56% towards the 500 vouchers we must lease up. It will be interesting to hear if we have a higher success rate with referrals. We know that voucher holders lease up faster and more successfully when they have community support agencies helping them. We believe the data results are going to be very interesting. We have the CMS team leading this effort. And since its launch, several other agencies have reached out to Ms. Stanton.

Note, this will be the first group using the new Rent Café module. Where we will be processing all this new paperwork through Rent Café using the newly implemented technology. Folks who may need access to Rent Café can go to their local library or the computer lab. With the permit finally approved for the new construction of the housing department, the plan is to install Kiosk in the new housing lobby at Norm Dicks Government Center and at the Summit.

Yardi updates: We will begin sending letters out in June for the certification for the month of October.

Waitlists pull: We have a brand-new Community Connections team who are extremely motivated. Who will assist with the repositioning. We have the CMS team leading the effort on the massive issue of vouchers from the waitlist pull.

Evergreen Bright Start project has passed inspections. We hope to obtain the Certificate of Occupancy in the next couple of weeks. The ribbon cutting event will be held in June with partners, legislators, and funders.

25-unit project on Wheaton Way: We will give a full update at the April 29, 2024, Board meeting. Our goal is to determine whether we wish to purchase the property by June or July.

Repositioning: Property Managers are working closely with our residents. This part of the application process has been completed. We have been meeting with architects. Sent in environmental reviews as part of the HUD requirements.

5. BUSINESS SOLUTIONS REPORTING: Comments by Mr. Schanne.

An update on how Business Solutions (BS) is supporting our mission, internally and externally.

Supporting BHA/CMS's presence at conferences:

The PNRC NAHRO Conference to be held in Anchorage, AK next week, will be well presented by BHA/CMS staff. CMS will be bringing multifamily training to the PHA world, BHA sharing its Bright Start initiative. The AHMA Washinton will be held next week in Seattle, WA. CMS staff will be training owners and agents on HOTMA changes. The CLPHA Housing Is Conference will be held in Washington, DC and attended by Chair Flood and Ms. Alegria.

Supporting BHA's Housing initiatives (How BS contributes):

Juneteenth event BS will support a resource booth at this event and coordinate with Community Connection and Karisha Stanley (on their planning committee). We encourage Board members to attend.

Homes4GoodApp is a mobile notification app to send flyers/information to residents. Another method for us to communicate with our residents.

Adopt a Spot clean up at Bay Vista. Supporting the outreach to our residents and our staff to join a fun clean-up event at our properties near the Summit. We hope to host summer events and/or a concert in the nearby area. Something Board members may want to be informed of.

Supporting Quality Control initiatives:

CMS ISO 9001 Certification took CMS internal audits in house (March 2024), CMS is preparing for their (second) external audit in June.

SEMAP/PHAS presentation to BHA staff to be held in May.

Supporting BHA/CMS's Protection Against Cyber Attack:

The NIST Cyber Security Alignment (StrikeGraph project). Business Solutions was awarded a grant to support its work to achieve compliance with the NIST Cyber Security Alignment. This project was launched in February. The work toward NIST compliance will strengthen what we've accomplished by identifying emerging cyber security risks and establishing policies and procedures to address them. This will protect our data going forward and be a differentiating factor as we go after grants and new business.

Cyber Security Training for Staff (KnowBe4 training). The organization has taken on this platform KnowBe4 and launched training in April. This is education around cyber security. Both projects will be helpful for competing for the CMS rebid. Something we may want to consider is granting the Board training access.

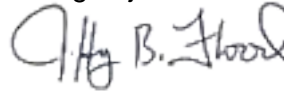
6. FUTURE HOUSING/BUSINESS SOLUTIONS COMMITTEE MEETING:

The next Housing/Business Solutions Committee Meeting will be combined with the Finance/CMS/Personnel Committee – Thursday, June 20, 2024, at 4:00 PM.

7. ADJOURNMENT: There being no further business meeting adjourned at 4:34 p.m.



Executive Secretary



Chair of the Board

SEAL

