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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 ON APRIL 29, 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

**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

Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Thank you for joining us in-person today.

5. **COMMISSIONER COMMENTS:** Commissioner West stated it will be one year on May 3, 2024, that she has served on the Board of Commissioners

Commissioner Beil recently attended the PNRN NAHRO Conference held in Anchorage, AK on April 22-24, 2024. Commissioner Beil stated the conference was inspiring and informational. Contract Management Services (CMS) did a wonderful job providing training. Commissioner Beil has a better understanding of our role.

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: March 25, 2024

6.2 Approval of Cash Disbursements –  
March 2024: \$22,684,250.01

- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable – March 2024: \$3,890.00
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - March 2024: No write offs.
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - March 2024: \$36,601.00

A brief discussion was held regarding the overpayment of Housing Assistance Payments (HAP) to landlords. How does an overpayment occur and how does one get an overpayment back.

- ☞ **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. Commissioner Hanten requests that Item 6.5 be pulled from the Consent Agenda and be amended as it is not Tenant Accounts Receivable for Pendleton Place but Landlord Accounts Receivable. Vice Chair Burton, Commissioner Hanten, Commissioner West, and Commissioner Beil all oppose the Consent Agenda as presented.**
- ☞ **Chair Flood called for a motion to approve the Consent Agenda without Item 6.5 as presented. Commissioner Hanten moved for approval of motion. Commissioner Beil seconded the motion. Chair Flood called for questions. None opposed. Motion Carried.**
- ☞ **Chair Flood called for a motion to approve Amended Item 6.5 striking out Tenant Accounts Receivable and replacing with Landlord Accounts Receivable and striking out Pendleton Place. 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:

We had a great turnout for the Housing Choice Voucher (HCV) referral program. It received a lot of interest. HUD is recognizing the role of housing authorities. And focus on the senior population. The community is very excited, and the response has been overwhelmingly positive. We want staff to be prepared, as we may have to pull from our waitlist.

A brief discussion was held regarding how we are going forward making sure we are serving all populations equitably.

2. **Partners and Advocates:**

We are getting close to closing the Evergreen Bright Start project. Last week the building experienced water damage. We are working cooperatively with the developer right now. This is a work in progress. We hope to know more by the end of the week, how long before completing the repairs and when the project will close.

We are pursuing another brand new 25-unit project on Wheaton Way. This property is located next to an elementary school and is mostly a two-bedroom unit. The Bremerton School Superintendent is very interested in the project and would like to work with us. We can set up a time to tour the building. More to come.

Ms. Alegria, Commissioner West, and Ms. Stanton attended the NAHRO Advocacy Conference held in Washington, DC April 8-10, 2024.

3. **Financial Strength:**

One important piece of information that we learned at the NAHRO Conference was that we may have found a way to use our Faircloth authority and generate more vouchers and funding for BHA. Housing Authorities who had reserves could take rent you receive from Faircloth and supplement with reserve. We are fully exploring this opportunity. We are in the process of scheduling a meeting with HUD to work out the details, but this has the potential to get us significantly more housing stock in the future.

4. **Organizational Capacity:**

One of the growing concerns that we have is the physical safety of both our residents and our staff. We have applied for a security grant to fund more security measures like lighting and alarms. Recently there was a stabbing in front of our building on March 31, 2024. The incident was captured on our security cameras. We are implementing training, security measures, and reminding staff of our EAP program if they are experiencing anxiety. This is one of the reasons that we are moving our HCV team who meet with the public to the Norm Dick's building. This is an ongoing conversation at our Executive Meetings and a topic that we will continue to work on.

A brief discussion was held regarding the Department of Defense who may be looking for opportunities to acquire office space. Would BHA consider placing 600 Park on this list. This could be the beginning of us wanting to do something else and offer us an alternative. Commissioner Hanten will get Ms. Stanton her contact details.

## 5. **Other Reports:**

We will be posting notifications and talking to our Resident Advisory Board (RAB) about the opening for a Resident Commissioner on our Board of Commissioners. We will request applications from interested residents and then engage in the interview process before Chair Flood makes a recommendation to the Mayor of Bremerton for an appointment. We hope to have the recommendation made to the mayor by sometime in June.

**7.2 Finance:** There are no Finance items.

**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 provided a brief overview of the Housing Choice Vouchers program. Vouchers remain consistent with focus last month on Housing Kitsap conversion. The CMS team has been working hard on leasing the 150 vouchers that we started referral on.

We are working with the Shelton Village and VA to administer the VASH Vouchers. We have several applicants in the process.

Port outs refers to the process through which the family can transfer or “port” their rental subsidy from one housing authority to another. We had requested from other housing authorities when we had no funding that they absorb them.

Kitsap Community Resources (KCR) is our contractor for Continuum of Care. They are undergoing staffing issues. Our new Community Connections Manager comes from KCR and is helping with the KCR intake system.

The Single Room Occupancy is Max Hale.

We granted an extension on the deadline to 800 applicants who did not respond by the deadline to confirm that they want to remain on the waitlist. A brief discussion was held regarding the use of alternative contacts, website, social media etc. for those who may not be getting letters and/or emails.

### 7.3.2 Property Vacancy Report

We are seeing movement.  
There is additional water damage we are working through.

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

7.5 **Contract Management Services:** There are no CMS items.

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

The Housing/Business Solutions Committee met on April 18, 2024, to discuss how Business Solutions is supporting our mission, internally and externally.

Where we are now. Supporting BHA/CMS's presence at conferences. Ms. Alegria and Chair Flood will be attending the CLPHA Housing Is Conference to be held in Washington, DC. Where they will learn about innovative partnerships between housing, healthcare, schools, and technology.

There are new practices set in place for staff who will be training and/or presenting BHA. We have a pre-check and post-check that Ms. Stanton and Katie Sharp oversee when attending conferences. Staff attended the PNRN NAHRO Conference held in Anchorage, AK where staff presented training. They did an amazing job. They were well prepared and very professional. This was the outcome of the preparation beforehand.

Supporting BHA's Housing initiatives. Our agency is becoming a storyteller. Evergreen Bright Start will be a story we will want to tell. Juneteenth we are coordinating with Karisha Stanley (on their planning committee). This will be a great opportunity to have folks from the agency attend.

Adopt a Spot efforts are led by Ms. Alegria. Adopt a Spot is a program organized by Kitsap County. It's a volunteer program where you adopt a spot and clean up litter. This year we will adopt the surrounding area around the Summit including areas surrounding our properties in hopes of hosting summer events. This is a great opportunity for Board members and staff participation. Date to be determined.

Supporting BHA/CMS's against cyber-attack. We updated and launched security awareness training to stay cyber secure with KnowBe4. We hope to make this available soon for our Board members.

Grant writing initiative is happening. We have applied for a variety of grants to support initiatives to enhance security.

Supporting Quality Control initiative. CMS is undergoing its second annual CMS ISO 9001 Certification external audit in June. So much prep work is needed before then.

8. **EXECUTIVE SESSION:** None.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** None.

11. **FUTURE 2024 REGULAR MEETINGS:** (No May Board meeting) June 24, 2024

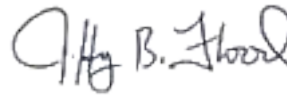
No Committee and/or Board meeting to be held in May. Reports submitted for approval in May will be presented at the June 2024 Board meeting.

Housing/Business Solutions and Finance/CMS/Personnel Committee will be combined and held June 20, 2024.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:49 p.m.



Executive Secretary



Chair of the Board

SEAL

