



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

BHA COMBINED HOUSING/BUSINESS SOLUTIONS & FINANCE/CMS/PERSONNEL COMMITTEE MINUTES

THE COMBINED HOUSING/BUSINESS SOLUTIONS & FINANCE/CMS/PERSONNEL HYBRID COMMITTEE MEETING OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD 4:00 PM AT 600 PARK AVENUE AND/OR REMOTELY ON JUNE 20, 2024.

1. CALL TO ORDER: Meeting was called to order at 4:01 p.m.

2. ROLL CALL:

Present:

Chair Jeff Flood

Vice Chair Ryan Burton

Commissioner Diane West

Commissioner Susie Beil

BHA Staff Present:

Jill Stanton

Andi Reed

Tim Schanne

Carlita Alegria

Jonathan Bloomquist

Katie Sharp

Lorna Camacho

Executive Director

Housing Director

Business Solutions Director

CMS Director

Controller

Communications Manager

Office Manager/Executive Assistant/Minute Taker

3. SUBCOMMITTEE CHAIR COMMENTS: None

4. HOUSING REPORTING: Comments by Ms. Reed.

4.1 Resolution B24-11 Approval of Revision to the Administrative Plan

The Bremerton Housing Authority is revising its Administrative Plan (Admin Plan) to incorporate changes in BHA policy and revised HUD language. Extensive changes have been made to the Admin Plan to incorporate language required by HUD for changes due to the Housing Opportunity through Modernization Act of 2016 (HOTMA) which go into effect January 1, 2025. We will be asking for Board approval at the June Board meeting.

We also anticipate seeing additional revisions/updates. We are waiting on Nan McKay to come up with their next updates which will require Board approval when made available.

4.2 Resolution B24-12 Approval of Revisions to ACOP Plan

The Bremerton Housing Authority is revising its Public Housing Admissions and Continued Occupancy Policy (ACOP) to incorporate changes in BHA policy and revised HUD language. Extensive changes have been made to the ACOP to incorporate language required by HUD for

changes due to the Housing Opportunity through Modernization Act of 2016 (HOTMA) which go into effect January 1, 2025. We will be asking for Board approval at the June Board meeting.

We also anticipate seeing additional revisions/updates. We are waiting on Nan McKay to come up with their next updates which will require Board approval when made available.

4.3 Resolution B24-13 Approval of BHA Five Year Plan Submittal to HUD

The Housing Authority of the City of Bremerton has prepared the FY 2025-2029 Five-Year Plan for submission to the U.S. Department of Housing and Urban Development (HUD) electronically by July 18, 2024. The Five-Year Plan outlines what we are doing for the next five years. The biggest change is the reposition. The draft FY 2025-2029 Five-Year Plan was presented to the public and the Resident Advisory Board for the required 45-day review period. The plan was posted on the Bremerton Housing Authority website. No comments were received from the public or the Resident Advisory Board.

The PHA Certificate of Compliance, form HUD-50077, labeled Resolution B24-13, requires the signature of the Chairperson approving submittal of the revised annual plan to HUD. We will be asking for Board approval at the June Board meeting.

4.4 Resolution B24-14 Approval of BHA Annual Plan Submittal to HUD

The Housing Authority of the City of Bremerton has prepared the FY 2025 Annual Plan for submission to the U.S. Department of Housing and Urban Development (HUD) electronically by July 18, 2024. The Annual Plan outlines our goals, hiring a consultant and conducting a feasibility for the reposition. The draft FY 2025 Annual Plan (the Plan) was presented to the public and the Resident Advisory Board for the required 45-day review period. The plan was posted on the Bremerton Housing Authority website. The plan was shared with members of the Resident Advisory Board for comment. No comments were received from the public or the Resident Advisory Board.

The PHA Certificate of Compliance, form HUD-50077, labeled Resolution B24-14, requires the signature of the Chairperson approving submittal of the revised annual plan to HUD. We will be asking for Board approval at the June Board meeting.

4.5 Resolution B24-16 Appointment of Selected BHA Resident to the Resident Advisory Board

We have received an application from a resident who is interested in participating on the Resident Advisory Board. The resident has been attending the meetings since Fall of 2023 and was interviewed by the Community Connections Manager. This applicant was found to be in good standing with BHA.

We will ask the Board to appoint Juan Galvez to the Resident Advisory Board at the June Board meeting.

5. BUSINESS SOLUTIONS REPORTING: There are no BS items.

6. FINANCE REPORTING: Comments by Mr. Bloomquist.

6.1 Financial Report for Second Quarter FY 2024

The Finance Committee reviewed the financial performance of the BHA for the second quarter of FY 2024.

Unrestricted Cash, amounting to \$27.8 million as of March 31, 2024. We experienced an increase of \$1.87 million due to the receipt of grants (April Housing Choice Vouchers (HCV) Housing Assistance Payments (HAP) funding in March).

Restricted Cash, totaling \$8.1 million, saw a year-over-year increase of \$3.9 million by the end of March, due to the receipt of Community Investments in Affordable Housing (CIAH) funds from Kitsap County for the acquisition of the Evergreen Bright Start property.

Operating Cash & Reserves is doing good. Capital Investments covered by insurance. Debt had two projects with payments made. Income Statement Summary is doing better than budget. Revenue Summary is doing better than budget due to increase of HAP payments. Expense Summary total year-to-date \$136.5 million, exceeding anticipated projections by \$4.7 million. The increase was due to the increase in CMS and HCV pass-through HAP expenses coupled with higher maintenance costs.

Housing Programs and Properties variance is under. Net Receipts After Expenditures CMS is sustaining operating and doing well. Bay Vista Commons is performing well, and we continue to monitor.

The Housing Choice Voucher Program is running at a loss. Due to BHA performing work we are not getting paid for until vouchers are leased up. Loss was supplemented by CMS revenue. We do believe this will stabilize.

HCV Admin Fees & Expenses slightly under. Due to the amount of work, we are doing based on referrals. Occupancy needs to be above 98%. But not all properties are there. There are two numbers that are looked at. The overall 98% and point and time at 95%. Last month staff was presented with an overview on the importance of the PHAS score to obtain a high-performance status so BHA can apply for Moving to Work (MTW) status.

Accounts Receivable factors in PHAs scoring. This scoring criteria will be taken out. This is believed to be unfair to housing authorities trying to collect rent. Headcount had one position change from housing to finance and 3.5 positions that have changed. Overall, net income totaling \$760,000, surpassed the budget by \$548,000.

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

7.1 CMS Updates

HUD's PBCA Stakeholder Listening Sessions:

HUD held three PBCA Stakeholder Listening Sessions regarding the PBCA rebid. Ms. Alegria attended all three listening sessions. Ms. Alegria shared our concerns with HUD on behalf of our agency and behalf of the Low-Income Housing Administrators Coalition (LHAC) group. HUD shared their proposal to utilize cooperative agreements for PBCA services. Our next step is to submit a written response to HUD as they continue to gather industry feedback regarding the

PBCA recompetes. We are also requesting a meeting with the FHA Commissioner, Julia Gordon. We expect to continue our advocacy until we see that the bill does not contain cooperative agreement content or any language that doesn't allow for a fair competition.

ISO 9001:2015 Certification:

CMS has successfully completed our ISO 9001 external audit. We received zero findings. The Auditor's report recommends CMS to renew our ISO certification. This marks our second year of being ISO certified. Ms. Alegria would like to relay a special thanks to our Business Solutions Department who lead this year's ISO audit process.

Additional CMS Services for the Washington 811 Program:

We currently perform subsidy voucher processing for the Washington State Department of Commerce's Section 811 program. In 2023, the Department of Commerce asked if we are willing enter into another services agreement to perform MORs and physical inspections. We previously performed MORs and physical inspections for the Section 811 program in 2018. The initial term of our contract will be two years; however, we expect to complete this work for 17 properties within the first contract year. We will use existing staff and resources to perform this work.

We will ask for Board approval at the June Board meeting.

8. PERSONNEL REPORTING: There are no HR items.

9. FUTURE FINANCE/CMS/PERSONNEL COMMITTEE MEETING:

Finance/CMS/Personnel Committee – Thursday, August 22, 2024, at 4:00 PM.

10. ADJOURNMENT: There being no further business meeting adjourned at 4:48 p.m.



Executive Secretary



For

Chair of the Board

SEAL

