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BHA ANNUAL MINUTES

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM ON SEPTEMBER 23, 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 Victoria Hilt

Excused:

Commissioner Susie Beil

BHA Staff Present:

Jill Stanton, Executive Director

Andi Reed, Housing Director

Windy Epps, Finance Director

Carlita Alegria, CMS Director

Paula Kennedy, Human Resources Manager

Tory Quinn, Director of Development and Acquisitions

Leif Wagner, Community Connections Manager

Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Chair Flood will be attending the NAHRO National Conference to be held in Orlando, Florida September 26-28, 2024. Chair Flood will be presenting at the event and is looking forward to representing BHA.

5. **COMMISSIONER COMMENTS:** Commissioner West congratulated Ms. Stanton and Commissioner Hanten congratulated Commissioner West who both will be receiving the Women's Achievement Award in October.

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: August 26, 2024
 - 6.1.1 Approval of the Finance/CMS/Personnel Committee Minutes: August 22, 2024
 - 6.1.2 Approval of the Special Board Minutes: September 9, 2024
 - 6.2 Approval of Cash Disbursements –
August, 2024: \$23,461,488.68
 - 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
August, 2024: \$50,324.98
 - 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
August, 2024: No Write offs
 - 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
August, 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 Hilt 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:

The big news is that Ms. Andi Reed has accepted a position as Vice President of Programs for Easter Seals Washington and will resign her position with BHA on October 25, 2024. Easter Seals has always held a special place in Ms. Reed's heart and we are very happy that she can return to them in this capacity. Obviously, that leaves a very large hole in our agency, and we are working diligently to fill the housing director's role.

We have posted the housing director position internally with no internal candidate. We have posted the position externally receiving five qualified candidates. We have contracted with Wendy Westby to assist us with our program. Ms. Westby recently served as the long-time HCV director at Everett Housing Authority. Ms. Westby's team was one of the first teams in Washington to implement RENT Café and has expertise in all aspects of processing in YARDI software. We have wanted for some time to bring someone on board to review our process etc. Ms. Westby will stay on after we hire and train the new housing director.

2. **Partners and Advocates:**

We are still waiting for the permits to do the work necessary to get our Certificate of Occupancy for Evergreen Bright Start. This delay has provided us with the time needed to ensure that we have the staffing model and tenant selection plan in place that will provide appropriate coverage once we do start housing people.

We did receive the \$1 Million grant through CIAH funds for Wheaton Landing to fill the financing gap. We are working with the credit union and their process and Kitsap Strong on the development of this project.

We have been very busy applying for various grants this month. One of those grants is for a digital equity program that we would use to provide free internets for all our residents and potentially all residents living in public housing or project-based housing in Kitsap County. We had a good start.

3. **Financial Strength:**

The repositioning is in full swing now and we meet twice a week with the teams until closing, which is projected for December.

4. **Organizational Capacity:**

We are holding an all-staff virtual meeting on October 8, 2024. We will be discussing the move of our HCV team to the NDGC. In addition, we will be talking in depth about the repositioning and development opportunities that we are pursuing. We want our staff to be well informed and can ask questions or provide feedback to leadership.

Plans are also underway for our year-end employee appreciation celebration. The event will be held on December 4, 2024, at the Kitsap Golf & Country Club. We will inform the Board of the details when made available.

5. **Other Reports:**

Ms. Stanton will be taking an extended vacation beginning on October 28, 2024. Ms. Alegria will step into Ms. Stanton's role as Acting Executive Director as she has done in the past.

7.2 Finance: Comments by Ms. Epps.

7.2.1 Resolution B24-21 Approving the FY 2025 Budget

The Finance Committee met on September 19, 2024, to review the Fiscal Year 2025 (FY 2025) Proposed Budget. Ms. Epps presented highlights of key budget

elements. Resolution No. B24-21 seeks to approve the proposed budget or the Bremerton Housing Authority.

- ☞ **Chair Flood called for a motion to approve Resolution B24-21 Approving the Fiscal Year 2025 Budget 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

Housing Choice Vouchers HAP Expenses: Housing Assistance Payments (HAP) continue to increase. Folks are finding units to lease up. We are exceeding our HAP funding by \$41,665 per month.

Housing Choice Vouchers Utilized and Per Unit Cost: We expect the number of vouchers to increase. We have pulled 100 people off the waitlist each month plus referrals. The voucher isn't considered utilized until the participant is leased up. Right now, because we are not using all our vouchers, we are able to afford the per unit cost. If we had all units leased up at our current per unit cost, we would be spending \$2.4 million per month. At the current funding level, we would need an increase from HUD to cover what is currently being paid in HAP.

- . HCV Housing Payments (HAP) Cumulative: Our actual payments of Housing Assistance Payments (HAP) are above our actual funding year to date. We still have excess HAP that HUD will take back from us.

- . HCV Vouchers Issued Not Under Contract: We have pulled 100 people from the waitlist between July and August. We are starting to see the impact of the referral program. In August, 50 vouchers were issued and 49 have been leased up. Success rate over 120 days is 53%.

VASH: We learned in August with the VA that the hiring freeze has been lifted for the homeless division. Referrals should be starting again, and we should see the number of our VASH vouchers utilized increase.

Port Outs: The decrease in Housing Assistance Payments (HAP) expense and vouchers utilized was a result of going into shortfall. Now that we have the funding to spend, we have started requesting that Housing Authorities bill us for the port so we can keep the voucher in our count.

Continuum of Care – HAP Expenses, Vouchers Utilized and Projections: This program is operated by Kitsap Community Resources (KCR) with funding and oversight provided by BHA. The Continuum of Care grant does not issue vouchers. BHA also subsidized transitional housing (8 units at KCR and 11 units at Pendleton Place) with this funding. There are applicants who are eligible for this program. BHA was awarded funding for this program for 2025. BHA is working on application for 2026.

Single Room Occupancy – HAP Expenses, Vouchers Utilized and Projections: We recently determined that the letter BHA required to implement the 2023 rent increase was never received. Eventually, our HUD field office was able to obtain the letter for 2023 and 2024. Staff have started processing these rent increases going back two years and requested feedback from Max Hale to ensure the increases.

TBRA: We entered a Memorandum of Understanding (MOU) with Turning Pointe. This is an agency based in Mason County who assists participants to find units in Mason County. We will be reaching out to Crossroads to determine whether a partnership can be developed with them to use TBRA funds.

Cumulative HAP Expense – TBRA: We entered a Memorandum of Understanding (MOU) with Mason County. The difference is the amount that would be taken back by HUD if we don't increase spending. Because of the MOU for Mason County, we anticipate that the difference between budgeted and spent will decrease by the end of September.

7.3.2 Property Vacancy Report

Ms. Reed pointed out the total number of applicants on the waitlist this year is 4700 compared to last year 4173. Save my Spot letters were mailed out asking folks to log into their account and confirm if they wish to remain on the waitlist. If a person failed to receive a notification, and we have their returned letter for reference. We would reinstate the person on the waitlist.

We have held several unit vacancies for repositioning. HUD has been informed and we can confirm this will not impact our PHAS score when under a RAD conversion. We do have several units that are rent ready. Property Managers are working hard on getting them occupied.

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

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

7.5.1 Section 811 Awards in Nebraska & Utah

The Finance Committee met on September 19, 2024, where Ms. Alegria reported that the CMS department was partnering with Washington, Utah and Nebraska for Section 811 grand funds. All three partners were successful in receiving Section 811 grant funds. The total unit count for all three states is 886. We are currently awaiting the execution of Utah's and Nebraska's agreements with HUD, after which time Ms. Alegria will request Board approval to execute our service contracts with these new partners.

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

8. EXECUTIVE SESSION: (Held after Item 10.2)

8.1 The Board convene for a 30-minute review of the Executive Director's evaluation report (RCW 42.30.110(1)(g)). This portion of the meeting was closed to the public.

The Executive Session commenced at 6:26 p.m. for a period of 22 minutes. The regular portion of board session reconvened at 6:48 p.m.

9. **UNFINISHED BUSINESS:** None.

10. NEW BUSINESS:

10.1 Election of Officers (Chair Flood – Nominating Committee) Chairperson and Vice Chair to serve a two-year term for continuity.

10.1.1 Chairperson – Nomination/Motion

Nominations were made for Commissioner Flood and Commissioner Burton. Two votes for Chair Flood, and three votes for Vice Chair Burton.

☞ **Chair Flood motion to elect Commissioner Burton as Chair. Chair Flood called for approval of motion to appoint Commissioner Burton as Chair. All approved. Motion carried.**

10.1.2 Vice Chair – Nomination/Motion

Nominations were made for Commissioner Flood and Commissioner West. Commissioner West graciously declined the nomination.

☞ **Chair Flood motion to elect Commissioner Flood as Vice Chair. Chair Flood called for approval of motion to appoint Commissioner Flood as Vice Chair. All approved. Motion carried.**

10.2 Committee Assignment (To serve a two-year term for continuity)

We have two committees. The committees are composed of the Finance/CMS/Personnel Committee and the Housing/Business Solutions Committee. The committees will meet four times per year. We will have three Board members per committee. The purpose is to have the high level of details discussed during committee meetings and not at a Board meeting. Board members stated they wish to remain on their assigned committees. Ms. Camacho will reach out to Commissioner Beil who was excused from today’s meeting.

In the Housing/Business Solutions Committee a Subchair will need to be identity among the Committee members. Ms. Camacho will reach out to the assigned Committee members asking who would be interested in filling the role of Subchair.

11. **FUTURE 2024 REGULAR MEETINGS:** October 28, and November 25, 2024

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

Carlita Alegria, Acting Executive Director

Executive Secretary

Ryan Burton

Chair of the Board

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