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BHA FINANCE/CMS/PERSONNEL COMMITTEE MINUTES

FINANCE/CMS/PERSONNEL COMMITTEE MEETING OF THE BOARD OF COMMISSIONERS OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD REMOTELY, AT 4:00 PM ON SEPTEMBER 19, 2024.

1. CALL TO ORDER: Meeting was called to order at 4:00 P.M.

2. ROLL CALL:

Present:

(Subchair) Ryan Burton
Chair Jeff Flood

Commissioner Diane West

Excused:

Commissioner Susie Beil

BHA Staff Present:

Jill Stanton	Executive Director
Andi Reed	Housing Director
Windy Epps	Finance Director
Paula Kennedy	Human Resources Manager
Carlita Alegria	CMS Director
Tory Quinn	Director of Development & Acquisitions
Jonathan Bloomquist	Controller
Lorna Camacho	Office Manager/Executive Assistant/Minute Taker

3. SUBCHAIR COMMENTS: None.

4. FINANCE REPORTING: Comments by Ms. Epps.

4.1 Fiscal Year 2025 (FY 2025) Proposed Budget

The proposed FY 2025 budget was developed by BHA staff, approved by the Executive Director, and presented to the Finance Committee for review. Ms. Epps provided an overview in detail of FY 2025 proposed budget. The FY 2025 proposed budget aligns with the agency goals and an added focus on expanding affordable housing in Kitsap County.

The budget document is organized into three major sections:

1. Introduction and Overview of Significant Financial Planning Considerations
2. Summary and Combined FY 2025 Budget Recaps
3. Detailed Budgets by Program Area

Summary of Key Budget Elements:

- Total Revenue: \$279,034,423, reflecting a 5.69% increase from FY 2024's budget of \$264,006,304.
- Operating Revenues: \$30,103,792 (excluding Capital Fund Program (CFP) grants and Housing Assistance Payments (HAP), a 16.2% increase from FY 2024's \$25,917,617.
- Total Expenses: \$279,672,907, a 4.73% increase from FY 2024's \$267,032,099.
- Operating Expenses: \$29,213,624 (excluding HAP and depreciation), a 9.8% increase from FY 2024's \$28,606,586.
- Full-Time Equivalent (FTE) Staff: 112.5 positions, a net increase of 6 from FY 2024, excluding the unchanged 3.5 FTEs for Pendleton Place (which remains outside the BHA budget).
- Unrestricted Cash: \$28,116,311, a decrease of \$343,060 from FY 2024.

The proposed budget for FY 2025 aligns with available resources, meets established financial targets, and supports the planned programs and activities of BHA for the upcoming fiscal year.

5. CMS REPORTING: Comments by Ms. Alegria.

5.1 Section 811 Awards

On August 14, 2024, CMS received a HUD press release regarding the Section 811 grant award. All three of our partners (Washington, Utah and Nebraska) were successful in receiving Section 811 grant funds. This will allow us to expand our Section 811 services. The total unit count combined in 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.

6. PERSONNEL REPORTING: There are no HR items.

7. FUTURE FINANCE/CMS/PERSONNEL COMMITTEE MEETING:

November 21, 2024, at 4:00 PM

8. ADJOURNMENT: There being no further business meeting adjourned at 4:42 P.M.

Carlita Alegria, Acting Executive Director
Executive Secretary

Ryan Burton
Chairperson of the Board

SEAL

