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BHA MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM ON NOVEMBER 25, 2024.

1. **CALL TO ORDER:** Meeting was called to order at 5:30 p.m.

2. **ROLL CALL:**

Present:

Chair Ryan Burton
Vice Chair Jeff Flood
Commissioner Joan Hanten

Commissioner Diane West
Commissioner Susie Beil

Absent:

Commissioner Victoria Hilt

BHA Staff Present:

Jill Stanton, Executive Director
Wendy Westby, Interim Housing Director
Windy Epps, Finance Director
Paula Kennedy, Human Resources Manager
Tory Quinn, Director of Development and Acquisitions
Tim Schanne, Business Solutions Director
Katie Sharp, Communications Manager
Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

Also Present:

Allison Schwartzman, Legal Counsel

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** None.

5. **COMMISSIONER COMMENTS:** None.

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: October 28, 2024

6.2 Approval of Cash Disbursements –
October, 2024: \$23,156,754.29

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –

October, 2024: No Write offs

- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
October, 2024: No Write offs
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
October, 2024: No Write offs

☞ **Chair Burton called for a motion to approve the Consent Agenda as presented. Commissioner Beil moved for approval of motion. Commissioner West seconded the motion. Chair Burton 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 have hired our new Housing Director, Anne Conte, who completes the Executive team. Ms. Wendy Westby will remain on staff until further notice.

The housing team have completed their move to the Norm Dicks Government Center building. Board members are welcome to visit the new office space.

2. Partners and Advocates:

We received the Certificate of Occupancy for Evergreen Bright Start. The BHA team had a meeting with Commerce to talk about how the AHAH unit leased up. The Commerce team emphasized that we are leading the first lease up efforts and that we would all be learning as we move through the process. This is the first project of its kind. Credit to the Mayor who helped us obtain the Certificate of Occupancy. Next, we will begin issuing vouchers in January.

We are on track to close Wheaton Landing in early January. The BHA team is working with Enterprise. Enterprise is an organization that will assist us and Kitsap Strong with technical assistance. We may also use a few units to relocate residents during the RAD conversion.

At last month's Board meeting, we heard a presentation about BHA's digital equity initiative, which mentioned BHA's designation as a HUD Connect Home USA Tier 1 member. This project is still underway, and we have not heard back. The first requirement of joining this national program is to conduct a survey that identifies the needs BHA participants have around connectivity, devices and training. The Digital Equity planning team are now working with our DEI Specialist to design that

survey initiative. The survey is due July 2025. The Board expressed interest in hearing about the survey plans and requested the opportunity to provide input. More to come.

3. **Financial Strength:**

We are scheduled to close our RAD transaction on December 5, 2024. Ms. Stanton scheduled to sign documents December 2, 2024.

4. **Organizational Capacity:**

We look forward to hosting the employee appreciation celebration held on December 4, 2024, at the Kitsap Golf and Country Club.

5. **Other Reports:**

No comments.

7.1.2 Resolution B24-26 Approving Removal of Andi Reed and Appointment of Anne Conte to the Sound Communities Board of Directors

Andi Reed will be removed from serving on the Sound Communities Board of Directors and Anne Conte to be appointed as her replacement.

☞ **Chair Burton called for a motion to approve Resolution B24-26 Approving Removal of Andi Reed and Appointment of Anne Conte to the Sound Communities Board of Directors as presented. Commissioner Hanten moved for approval of motion. Vice Chair Flood seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.1.3 Resolution B24-27 Approving the Omnibus Resolution in Support of the Proposed Bremerton Bright Start Properties LLLP Transaction

Details regarding Resolution B24-27 were covered during the Special Board meeting held on November 14, 2024.

☞ **Chair Burton called for a motion to approve Resolution B24-27 Approving the Omnibus Resolution in Support of the Proposed Bremerton Bright Start Properties LLLP Transaction as presented. Vice Chair Flood moved for approval of motion. Commissioner Beil seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.1.4 Resolution B24-28 Approving the Government Note Financing Resolution in support of the Proposed Bremerton Bright Start Properties LLLP Transition

Details regarding Resolution B24-28 were covered during the Special Board meeting held on November 14, 2024.

- ☞ **Chair Burton called for a motion to approve Resolution B24-28 Approving the Government Note Financing Resolution in support of the Proposed Bremerton Bright Start Properties LLLP Transition as presented. Vice Chair Flood moved for approval of motion. Commissioner Hanten seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.2 Finance: Comments by Ms. Epps and Ms. Kennedy.

7.2.1 Fourth Quarter Review FY 2024

Ms. Epps presented and reviewed the Fourth Quarter Financial Report for FY 2024 in detail. She provided an overview of the key financial highlights, including:

- Unrestricted Cash
- Restricted Cash
- Operating Cash & Reserves
- Capital Investments
- Debt
- Income Statement Summary
- Revenue Summary
- Expense Summary
- Housing Programs and Properties
- Net Receipts After Expenditures
- Bay Vista Commons
- HCV Admin Fees & Expenses
- Housing Choice Voucher Program
- Occupancy
- Accounts Receivable
- Headcount

Ms. Epps emphasized the overall financial health of the organization, noting areas of particular significance and explaining the impact of various financial metrics.

7.3 Housing Management: Comments by Ms. Epps and Ms. Westby.

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA

Ms. Epps and Ms. Westby provided an update on the following key housing programs:

Housing Choice Voucher HAP Expenses - Housing Assistance Payment (HAP) expenses have increased by 6.2% since the beginning of the calendar year. HAP

expenses have slightly exceeded the amount funded, with the excess being covered by prior-year HAP reserves held by HUD, which includes the \$2.8 million in set-aside funding BHA received last year.

The current strategy remains focused on continuing to spend down the funds. The Housing team is actively pulling applicants from the waitlist to house as many families as possible, utilizing the additional funding.

Veterans Affairs Supportive Housing (VASH) - Utilization of VASH vouchers has fluctuated, with an average of 83 vouchers in use. All available funding for this program is being utilized.

Continuum of Care – HAP Expenses, Vouchers Utilized, and Projections - There has been underutilization of funding in this area. Further analysis is underway to determine the reasons behind the underutilization. More information will be provided at a later date.

Single Room Occupancy (SRO) – Max Hale Building - The SRO grant for the Max Hale building began in October. 60% of the monthly HAP funding has been utilized. The Max Hale building requires repairs, and efforts are underway to work with the building management to address the issues.

Tenant-Based Rental Assistance (TBRA) - There have been changes to the grant year for the TBRA program. Housing has signed two MOUs with partnering agencies to better utilize the TBRA funding, which is restricted to Mason County. The new grant year has begun, and 10 vouchers have been utilized so far. The program received \$96,000 in funding, equating to \$8,023 in monthly funding. In October, \$4,800 of the monthly funding was utilized.

7.3.2 Property Vacancy Report

Currently there are five of the 28 vacant units that are rent ready. There are a total of 13 units in the process of being turned.

7.3.3 Resolution B24-25 Approval of SEMAP Certification FY 2024

SEMAP remotely measures PHA performance and administration by utilizing HUD's national database of tenant information and data from audits conducted by independent auditors. HUD will then annually assign each PHA a rating on each of the indicators totaling a possible 135 total points to assign an overall performance rating.

The score received showed a score of 115 points (85%) out of 135 (100%), which gives us a designation of a standard performer. Just missing high performer status by 5%. Overall, in 10 indicators, BHA earned the maximum number of points possible. In Indicator 2, Reasonable Rent, BHA earned 15 out of 20. This was a

challenge for staff. The problem is not the process but completion in a timely matter. BHA is taking prompt action for improvement in this area. In Indicator 3, Determination of Adjusted Income, BHA earned 15 out of 20. This was due to a contractor we were using who we are no longer using. Although the calculation was done correctly, the documentation was not. In Indicator 6, Housing Quality Standard (HQS) Enforcement, BHA earned 0 out of 10 points. BHA have made improvements and began doing the work in advance quarterly, but not in time to receive the total points earned.

For 2025, Ms. Westby is putting together a training plan. This plan will include a Quality Control audit focus. We will look at 5% of each staff certification. We have started a department wide focus on SEMAP to return BHA to a high performer.

- ☞ **Chair Burton called for a motion to approve Resolution B24-25 Approval of SEMAP Certification FY 2024 as presented. Vice Chair Flood moved for approval of motion. Commissioner West seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

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

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

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

8. **EXECUTIVE SESSION:** None.

9. **UNFINISHED BUSINESS:**

Commissioner West inquired about the Housing Navigator position, seeking clarification on the type of work being performed and whether there has been coordination with other housing navigators.

The Housing Navigator position is currently under the CMS Lease-Up Project. Further details regarding the specific responsibilities of the position and any collaboration with other housing navigators will be provided at a later date.

10. **NEW BUSINESS:** None.

11. **FUTURE 2025 REGULAR MEETINGS:** January 27, 2025

There is no December Board meeting. Reports submitted for approval in December will be presented at the January Board meeting.

Housing/Business Solutions Committee Meeting - January 23, 2025, at 4:00 p.m.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:35 p.m.

Jill Stanton

Executive Secretary

Ryan Burton

Chair of the Board

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