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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 FEBRUARY 24, 2025.

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

2. **ROLL CALL:**

Present:

Chair Ryan Burton	Commissioner Diane West
Vice Chair Jeff Flood	Commissioner Susie Beil
Commissioner Joan Hanten	Commissioner Victoria Hilt

BHA Staff Present:

Jill Stanton, Executive Director
Wendy Westby, HCV Program & Housing Projects Director
Anne Conte, Housing Director
Windy Epps, Finance Director
Carlita Alegria, CMS Director
Tim Schanne, Business Solutions Director
Katie Sharp, Communications Manager
Paula Kennedy, HR Manager
Tory Quinn, Director of Development and Acquisitions
Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

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: January 27, 2025

6.1.1 Approval of Housing/Business Solutions Committee Minutes: January 23, 2025

6.2 Approval of Cash Disbursements –
January, 2025: \$24,982,005.78

- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable – January, 2025: No Write offs
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - January, 2025: No Write offs
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - January, 2025: No Write offs

☞ **Chair Burton called for a motion to approve the Consent Agenda as presented. Commissioner Hilt 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:

Renovations for RAD repositioning are underway. Tenants of the first two units at Casa del Sol have moved back into their homes and are satisfied with the work. Renovations are ongoing at three other properties. Property management team is effectively coordinating with the construction team and residents. The finance team is managing the additional reporting and has excelled in their role for the project.

On March 12, 2025, Marcie Vega, Regional Public Housing Director, will visit the Seattle area. BHA was recommended by the Seattle Field office due to its partnership model in launching two new projects. The tour will include the two new projects and renovated units at Casa del Sol. This is a valuable opportunity to showcase BHA and the community.

HUD field office will conduct an onsite comprehensive review of BHA programs in April. The review will be administratively burdensome, with Wendy Westby leading the efforts. The review is expected to be favorable, though there will be areas for improvement. Potential Board outreach, request HUD to keep BHA informed.

2. Partners and Advocates:

Six residents have moved into Evergreen Bright Start, with more in the process. BHA will join the Apple Health and Home team to present and showcase the project at the Housing Washington Conference. The project is being submitted for the NAHRO Award of Excellence. Residents are excited but still adjusting to their new homes.

BHA closed on Wheaton Landing on February 21, 2025. Enterprise conducted interviews and focus groups with community members and partners. A report is being drafted for use in tenant selection policies and other project reporting measures. Tenant move-ins are expected in a few weeks. Ribbon cutting ceremony is planned for late March. Commissioners are invited to speak if interested. Commissioner Hilt is not available March 20-21, and Commissioner West is not available March 20. Ms. Stanton will find a suitable date and share later. Commissioner West expressed gratitude and pride in bringing this project to fruition.

3. **Financial Strength:**

Construction continues on the RAD repositioning, and we are now entering the second phase of remodeling for Firs and Tamarack. Due to the tax credit market, this development will take longer to close. We will closely monitor progress and will require consultants to oversee the project."

4. **Organizational Capacity:**

Ms. Stanton highlighted that under the new administration, we are closely monitoring the impact of Executive Orders on our agency. We anticipate potentially losing a grant for IT upgrades due to the administration's funding priorities."

5. **Other Reports:**

The Board of Commissioners retreat is tentatively scheduled for June 20, 2025, as a full-day program due to logistics challenges for a two-day event. Ms. Stanton seeks input from the Board on key topics and activities for the retreat. She has asked what the 5 to 7 biggest goals should be for the next 5 to 10 years. This retreat is crucial for making strategic decisions that will significantly impact BHA's future.

7.2 Finance: There are no Finance items.

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

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

Ms. Westby presented a new reporting format and sought feedback from the board on regular reporting needs. Today's focus was on Housing Choice Voucher, with a total of 2,025 vouchers, reflecting a 78% monthly utilization rate and low attrition (8 participants left the program). Staff are handling an increased workload, and staff redistribution may be considered as trends develop.

There is ongoing analysis of why unit changes are low, with 53 inspections completed and 13 Family Self-Sufficiency participants, with 6 more waiting. An increase is expected soon.

Commissioner Hanten asked about available housing inventory in Kitsap County and the number of people who have found housing. Ms. Westby will include data on participants who lose their vouchers. Ms. Stanton emphasized the goal of increasing the shopping number to avoid a shortfall.

Commissioner Beil requested a trend comparison between last month and this month, and Ms. Westby will create a trend line going forward. She also asked how board members can assist in improving numbers and increasing inventory, suggesting they could help by identifying potential properties.

Commissioner Hilt requested clarification between voucher leased and total available, as well as data on inspections over time and location. She also inquired about partnerships with landlords to help direct people to available units. Currently, there are 7,228 applicants across three programs (Public Housing, HCV, and Project-Based in Yardi), with two multifamily units not yet in Yardi and not included in the report.

7.3.2 Property Vacancy Report

Ms. Conte noted that less data was available, and she had to work with previously reported information. A total of 22 units were vacant. Of those, 86% were units held for reposition. The report does not include Evergreen Bright Start, and the vacancy rates at the end of January for all properties were 7.8%. Efforts are underway to improve data accuracy, including unit turns, and to incorporate more meaningful numbers moving forward.

7.4 Human Resources: Comments by Ms. Kennedy.

7.4.1 2024 Staffing Information

An overview of staffing changes in 2024 was shared, including 28 positions filled through promotions and new hires, with 9 (32%) due to promotions. The overall turnover rate was 11%, or 6% excluding retirements.

A brief discussion was held on the new ADP Applicant Recruitment platform, which will streamline the application process for internal applicants and improve efficiency for hiring managers and HR.

7.5 Contract Management Services: Comments by Ms. Alegria.

7.5.1 CMS Updates

UT & NE Section 811 Pending Grant Awards

In September 2024, Ms. Alegria reported that our partners in the Utah and Nebraska Section 811 program, the State of Utah Department of Workforce Services and Nebraska Investment Finance Authority, successfully secured Section 811. Both agencies selected CMS as their sub-contractor for voucher payments and MORs. However, grant agreements with HUD have not yet been executed. Ms. Alegria will seek board approval for CMS to execute sub-contract agreements once the grant agreements are signed.

CMS Training Product Development

In August 2023, the BHA board authorized engagement with MRCC Transformation Solutions (MRCC) to update our CMS Occupancy On-Demand Training, specifically the Certified Multifamily Specialist On-Demand Course, due to changes under HOTMA. We secured assistance through a subcontractor, and project ownership was transferred during HOTMA work. The final product is expected by June 30, 2025.

HOTMA's implementation was delayed from January to July 2025, and as of February 14, 2025, HUD has not provided software requirements or updated forms. Due to these delays and other internal changes, we continue to work with MRCC.

An Affordable Housing trainer was added to the FY 2025 budget but has not been hired yet. This position will focus on promoting and selling our products and will be reposted soon.

Compliance Specialist III FTE

Following an analysis by Compliance Manager Kristy Yeadon, it was determined that an additional FTE is needed due to the increased HUD MOR streamlining rules and the time staff spends on-site. Staff are also working with properties partially compliant with HOTMA, as some owners have started implementing parts of HOTMA while others are not.

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

8. EXECUTIVE SESSION:

8.1 Potential real estate purchase per RCW 42.30.110(1)(b). This portion of the meeting was closed to the public.

The Executive Session commenced at 6:33 p.m. for a period of 25 minutes. The session continued for another 21 minutes and adjourned at 7:19 p.m. Regular portion of board session reconvened at 7:19 p.m.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** None.

11. **FUTURE 2025 REGULAR MEETINGS:** March 24, and April 28, 2025

Special Finance/CMS/Personnel Committee Meeting – March 20, 2025, at 4:00 p.m.
Housing/Business Solutions Committee Meeting – April 24, 2025, at 4:00 p.m.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:20 p.m.

Jill Stanton

Executive Secretary

Ryan Burton

Chair of the Board

SEAL

