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BHA HOUSING/BUSINESS SOLUTIONS COMMITTEE MINUTES

THE HOUSING/BUSINESS SOLUTIONS HYBRID COMMITTEE MEETING OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD 4:00 PM AT 600 PARK AVENUE AND/OR REMOTELY ON APRIL 24, 2025.

1. CALL TO ORDER: Meeting was called to order at 4:00 p.m.

2. ROLL CALL:

Present:

Subchair Diane West
Commissioner Victoria Hilt

Chair Ryan Burton
Vice Chair Jeff Flood

Absent:

Commissioner Joan Hanten

BHA Staff Present:

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

3. SUBCOMMITTEE CHAIR COMMENTS: Subchair West expressed how pleased she was with the Wheaton Landing Ribbon Cutting ceremony that took place earlier today. She thanked staff for their hard work and for sharing in her vision for the project.

4. HOUSING REPORTING: Comments by Ms. Westby.

The Bremerton Housing Authority is revising its Administrative Plan (Admin Plan) to incorporate changes provided by Nan McKay and implementations provisions of HOTMA and NSPIRE effective July 1, 2025. BHA subscribes to Nan McKay's model Administrative Plan updates which are based on changes implemented by HUD. These changes reflect two updates from August 2024 & February 2025. The 900-page draft Administrative Plan is available for Board members upon request. The primary focus of this update is to:

- Implement provisions of HOTMA effective July 1, 2025.
- Implement NSPIRE, also effective July 1, 2025.

Returned from NSPIRE model back to Housing Quality Standards, resulting in a high number of edits.

Key updates include:

- Updated HUD references and definitions (e.g., *foster adult, foster child, day laborer, seasonal worker, independent contractor, PHA-owned units*).
- Inclusion of HUD's asset limits in HUD's Inflation-Adjusted Values tables for 2025:
 - General asset limit: \$103,200
 - Self-certification threshold: \$51,600
 - Ownership of real property now considered
 - Limit applies at admission only; current participants are "held harmless."
- Integration of BHA's use of RentCafe
- Updated PBV contracts
- Removed references to Housing Kitsap
- Clarifications to:
 - Student rules and income from student financial aid (with examples)
 - Periodic payments and new employment types
 - Excluded income definitions
 - Definition of necessary vs. non-necessary personal property
 - Medical expense clarifications
- Clarified effective date and timing of payment standards, including mid-contract decreases.
- Renamed inspection types:
 - *Periodic* (formerly Annual/Biennial)
 - *Interim* (formerly Special)
 - *Supervisory* (formerly Control)
- Policy Change: BHA will no longer conduct an annual recertification when a family moves; families retain their existing recertification dates. This change was well received by staff.
- Added new chapters and supplemental materials:
 - Chapter 17 – Project-Based Vouchers (PBV)
 - Updates to RAD in Chapter 18
 - Updated Glossary
 - HOTMA Appendix added for internal reference
 - Emergency Housing Voucher (EHV) Temporary Policy Supplement added (replacing original EHV content)

Additional Notes: during review, the topic of preferences was raised. Suggested alignment of preferences with the Annual Plan during future updates.

Commissioner Hilt and Vice Chair Flood expressed interest in receiving and reviewing a copy of the 900-page Administrative Plan.

5. BUSINESS SOLUTIONS REPORTING: Comments by Mr. Schanne.

A special thanks to Katie Sharp and Nick Neice for their input and collaboration in helping Mr. Schanne compile this update.

Marketing and Communications (MarCom) Update.

- Memberships: BHA and CMS are active members of several key affordable housing organizations at the local, regional, and national levels. Notable affiliations include NAHRO (and PNRC NAHRO), NAHMA (including AHMA-WA and Rocky AHMA), NLHA, CLPHA, PHADA, AWAH, and KHHHC.
- Recent Activity: BHA and CMS had a strong presence at the recent PNRC NAHRO conference in Spokane, WA. Staff were involved in five presentations and various leadership roles:
 - Jill Stanton and Anne Conte served on the event planning committee.
 - Ms. Sharp and Ms. Conte contributed to the Emerging Leaders planning group.
 - Ms. Conte led a full-day leadership retreat, with Carlita Alegria presenting and joining a panel.
 - Ms. Alegria hosted a session on differences between tenant-based and project-based assistance.
 - Mr. Schanne participated in an HCV Quality Assurance panel.
 - Ms. Sharp cohosted a speed networking event and joined a panel on digital equity and the ConnectHomeUSA program.
- Membership Tracking: MarCom developed a tracking system for memberships and related activities, including an event calendar and benefit log. This ensures timely renewals and maximizes organizational visibility and engagement.
- Event Support: MarCom supports BHA-hosted events such as ribbon cuttings for Evergreen Bright Start and Wheaton Landing by managing logistics, design, media, and event coordination in collaboration with staff.

Subchair West noted that Commissioners Hanten and Commissioner Beil did a wonderful job on their speeches.

Vice Chair Flood thanked Ms. Camacho and the Marketing team for a wonderful job with the event setup.

Information Technology

Board Resolution – Verkada. On Monday, April 28, 2025, Business Solutions will bring a resolution to the board seeking approval to spend \$60,273.74 for five years of licensing, equipment, and installation of the Verkada security surveillance system for Evergreen Bright Start (EBS) and Wheaton Landing.

Board Review of Policy Additions. Business Solutions will also bring a resolution to May 19, 2025, board meeting seeking approval of 15 IT-related policies. These proposed policies support BHA's continued alignment with the NIST Cybersecurity Framework. A brief overview of the policies was provided in the committee packet, with full drafts included for review. Topics covered include:

- Patch and vulnerability management
- Removable media and malware protection
- Data breach response and data backup procedures
- Logical and physical access controls
- Risk and asset management

- Vendor access, mobile device, and cryptographic controls
- Environmental security and authorized access protocols

These policies are policies outside of the Personnel Manual and are part of a broader effort to strengthen BHA's cybersecurity infrastructure.

Commissioner Hilt is looking forward to seeing policies in a shared folder when made available.

6. FUTURE HOUSING/BUSINESS SOLUTIONS COMMITTEE MEETING:

The next Housing/Business Solutions Committee Meeting - Thursday, June 12, 2025.

7. ADJOURNMENT: There being no further business meeting adjourned at 4:40 p.m.

Jill Stanton

Executive Secretary

Ryan Burton

Chairperson of the Board

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