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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 APRIL 28, 2025.

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
Commissioner Victoria Hilt

BHA Staff Present:

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

3. PUBLIC COMMENT: None.

4. CHAIR COMMENTS: Chair Burton commented on the successful Ribbon Cutting event held last week. Chair Burton expresses his appreciation for all the hard work that went into the event by staff.

5. COMMISSIONER COMMENTS: Commissioner Beil along with Ms. Stanton attended the PNRC-NAHRO Conference in April held in Spokane, WA. Commissioner Beil attended many great sessions but could not attend all.

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: March 24, 2025

6.1.1 Approval of Special Minutes: Finance/CMS/Personnel Committee March 20, 2025

6.2 Approval of Cash Disbursements –
March, 2025: \$25,020,211.39

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
March, 2025: No Write offs

6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
March, 2025: No Write offs

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
March, 2025: No Write offs

☞ **Chair Burton called for a motion to approve the Consent Agenda as presented. Commissioner Hanten moved for approval of motion. Commissioner Beil 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:

HUD has notified BHA that our Housing Choice Voucher program is in shortfall. BHA received a cancel notification notice cancelling the scheduled meeting with the HUD shortfall team. We continue to follow the shortfall directives.

HUD issued BHA 14 additional Foster Youth to Independence Vouchers this month. Even in shortfall, we are allowed to continue to expand this program as needed. We were very excited about these vouchers because each voucher is tied to an individual already eligible for the program.

The Housing Services Office (HSO) at the Norm Dicks Government Center will be opening to the public in June. Most of the HCV staff are returning into the office full-time.

2. **Partners and Advocates:**

Ms. Stanton thanked the Board for their attendance at the Wheaton Landing Ribbon Cutting event. It was another successful event. Special thanks to Commissioner Hanten and Commissioner Beil in their speaking roles. We are still receiving compliments on a job well done.

We continue to meet weekly with several partners and government agencies on the shelter project. This matter will be further discussed during the Executive Session.

3. **Financial Strength:**

We are in the process of beginning our budget for the 2026 fiscal year. The finance team is making changes both in terms of how we use technology to gather information and how we more accurately account for financial transactions.

Our goal is to improve the budgeting experience for our leadership team and to have better financial data to inform decision making. Shout out to the Business Solutions team for making this a priority. We have made a large investment in Spreadsheet Server technology and are very excited to see improved reporting and operational outcomes.

4. **Organizational Capacity:**

NAHRO started an Emerging Leaders Program last year and two of our staff members recently graduated from the first class, Anne Conte and Katie Sharp. Another member of our staff, Lori Reisinger, is currently enrolled in this program. It is a financial investment from BHA and a time commitment from the participants as there are monthly obligations and they must attend several of the conferences.

5. **Other Reports:**

Our Board of Commissioners' retreat is scheduled for June 20, 2025, at McCormick Woods Golf Club. It will be a full day program. The leadership team met last Friday for an entire day to discuss BHA's future, the Board retreat, and to identify what we value about the work we do, the people we work with, and our Board. We will be providing some of this information to the Board, but mostly our goal is to hear from each Board member during the retreat.

7.2 Finance: There are no Finance items.

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

7.3.1 Housing Operations Summary and Housing Choice Vouchers Report

Ms. Conte noted that the data collection method for these numbers is still being established. We anticipate having Yardi reports that can be run in the month of May but at this time numbers were calculated manually. The data collected will be used to establish a baseline for point in time report going forward.

The Highlights section will tell a story that Board members may be interested in. Such as the unfortunate break in at Wheaton Landing. Eight of the units were broken into during the following weekend. However, the BHA maintenance team and Property Management were swift in their response, securing all units within one business day and ensuring the property is still on track to have the first families move in during the month of April.

The Photo section highlights properties that are going through repositioning. Shout out to the Development team for sharing the photos.

Commissioner Beil commented on how she appreciates the numbers and information.

Ms. Westby pointed out the number of vouchers leased in March, total 1611 with anticipation of another 20. As the CMS team wraps up their report and leases. The regular HCV team already issued a voucher. HUD working with the HCV team to better report participants right to move. Additional information should be made available at the May's Board meeting.

Ms. Westby is working closely with the HCV team on why the LIPH and PBV waitlist numbers are going up. The HCV waitlist numbers are accurate. This is a results of applicants that were selected but then notified we cannot issue them a voucher and were placed back on the waiting list.

Following the Housing/Business Solutions Committee meeting held on April 24, 2025, Ms. Westby mentioned the changes in the Administrative Plan. BHA created a folder for Board members to review the recommended changes. Ms. Westby will be asking for Board approval of the Administrative Plan at the May Board meeting.

Ms. Stanton noted that the May Board meeting will be brief and focused solely on essential items. Standard reports will be deferred and presented at the June meeting.

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

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

7.6 **Business Solutions Reporting:** Comments by Mr. Schanne.

7.6.1 Resolution B25-01 Funding Request for Multiple Verkada Projects

Information Technology (IT) is requesting unbudgeted funds that exceed our current threshold and require additional approval for the Executive Director for three combined Verkada projects. We have a failing door access system at the admin building and both new property acquisitions (Evergreen Bright Start and Wheaton Landing) that need to be updated with better security surveillance systems for staff and resident safety. We committed to the Verkada platform for BHA security system and cameras years ago and it has worked out well for all involved across many BHA locations. The total cost of these three projects is \$60,273.74 which includes 5 years of licensing along with the equipment and installation. The work would be completed through Right Systems with Far West Technologies and some work involving BHA IT team members.

☞ **Chair Burton called for a motion to Authorize the Executive Director to Contract for Licensing, Equipment, and Installation of the Verkada Security Platform as presented. Commissioner Hilt moved for approval of motion. Vice Chair Flood seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.6.2 Draft Information Technology Policies – For Review Only

Included in the Board packet for Board review are 15 draft Information Technology (IT) policies outside the Personnel Policy. These policies continue alignment with the NIST cybersecurity Framework and represent an important step in strengthening our governance, risk management, and operational efficiency as they relate to our IT systems and practices and with the CMS rebid.

The draft policies are shared in advance of the May meeting to provide Board members with ample time to review, reflect, and raise any preliminary questions or comments.

We will return to the Board in May 2025 to formally request approval of the finalized policies. In the interim, please do not hesitate to reach out if you would like to discuss any of the content or provide feedback.

7.6.3 Business Solutions Reporting

The Housing/Business Solutions Committee met on April 24, 2025, and discussed Marketing and Communications updates and Information Technology (IT) and IT related policies that support BHA's continued alignment with the NIST Cybersecurity Framework.

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 6:00 p.m. for a period of 20 minutes. The session continued for another 17 minutes and adjourned at 6:37 p.m. Regular portion of board session reconvened at 6:37 p.m.

9. UNFINISHED BUSINESS: None.

10. NEW BUSINESS: None.

11. FUTURE 2025 REGULAR MEETINGS: May 19, and June 23, 2025

Finance/CMS/Personnel Committee Meeting – May 15, 2025, at 4:00 p.m.

Housing/Business Solutions Committee Meeting – June 12, 2025 at 4:00 p.m.

BHA Board of Commissioners Retreat – June 20, 2025 at 9:00 a.m.

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:38 p.m.

Jill Stanton

Executive Secretary

Ryan Burton

Chair of the Board

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