

## CMS MINUTES

MINUTES OF THE **VIRTUAL** ANNUAL MEETING OF THE BOARD OF DIRECTORS OF CMS CONTRACT MANAGEMENT SERVICES HELD ON **MARCH 14, 2025**.

1. **CALL TO ORDER:** Meeting was called to order at 10:01 a.m.

2. **ROLL CALL:**

**Present:**

Chair, Jill Stanton  
Secretary, Carlita Alegria

**Excused:**

Vice Chair/Treasurer, Windy Epps

**BHA Staff Present:**

Tim Schanne, Business Solutions Director  
Paula Kennedy, Human Resources Manager  
Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

3. **PUBLIC COMMENT:** None

4. **CHAIR COMMENTS:** None

5. **BOARD OF DIRECTORS COMMENTS:** None

6. **APPROVAL OF ANNUAL MEETING MINUTES:** March 15, 2024

☞ **Chair Stanton called for a motion to approve the Annual Meeting Minutes of the CMS Board of Directors as presented. Secretary Alegria moved for approval of motion. Chair Stanton seconded motion. Call for questions. None opposed. Motion carried.**

7. **MISSOURI MOR UPDATE:**

Our Missouri management and occupancy review (MOR) work continues. As of January 2025, CMS completed 290 MORs. Through our contract with the Missouri Housing Development Commission, our work covers a total of over 24,000 units, for 355 properties throughout the state of Missouri. We have not yet visited all Missouri properties, so we are still in the process of completing MOR baselines. We plan to accomplish this by this time next year.



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**8. SECTION 811 SERVICES FOR UTAH AND NEBRASKA:**

This time last year, we were named as partners on Section 811 grant applications for both Utah and Nebraska. To date, our partners were informed of their grant award, but they have not yet signed grant agreements with HUD. We are awaiting executed grant agreements between HUD and our partners before we sign off on our service agreements. For this work, CMS will be performing MORs and voucher processing services.

**9. CONFLICT OF INTEREST ANNUAL STATEMENT:**

In compliance with the Conflict of Interest Policy for CMS Contract Management Services, each CMS director, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person has received a copy of the Conflict of Interest Policy; has read and understands this Policy; has agreed to comply with this Policy; understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes; and understands the Organization is a governmental instrumentality and its interested persons or municipal officers must comply with the Code of Ethics for Municipal Officers, codified at Chapter 42.23 RCW.

As a motion item, the Board of Directors has been asked to execute and provide Ms. Camacho with the Conflict-of-Interest Statement acknowledging receipt of the Conflict-of-Interest Policy.

**10. FUTURE 2026 MEETING:** March 20, 2026

**11. ADJOURNMENT:** There being no further business, the meeting adjourned at 10:06 a.m.

*Carlita Alegria*  
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Secretary

*Windy Epps, Vice Chair*  
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Chairperson of the Board