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HYBRID BHA MINUTES

MINUTES OF THE HYBRID MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM AT 600 PARK AVENUE AND/OR REMOTELY ON MARCH 27, 2023.

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

2. ROLL CALL:

Present:

Chair Jeff Flood
Commissioner Joan Hanten
Commissioner Bo Palmer

Commissioner Ryan Burton
Commissioner Andre Henderson

Excused/Absent:

Vice Chair Jaime Forsyth

BHA Staff Present:

Jill Stanton, Executive Director
Andi Reed, Housing Director
Sherman Enstrom, Finance Director
Kristy Yeadon, PBCA Compliance Manager
Tim Schanne, Business Solutions Director
Katie Sharp, Communications Manager
Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

3. PUBLIC COMMENT: None

4. CHAIR COMMENTS: Chair Flood and Mrs. Mendez attended the NAHRO Conference held in Washington, DC. They had the opportunity to hear HUD Secretary Marcia Fudge speak about affordable housing and providing much needed services to our clients. Chair Flood and Mrs. Mendez had the opportunity to meet with Congressman Kilmer, Congresswomen Strickland, Senator Murray, and Senator Cantwell on capitol hill. Chair Flood is looking forward to attending again next year.

Commissioner Palmer's term will expire on July 23, 2023. Chair Flood and Ms. Stanton conducted interviews with potential applicants. Chair Flood met with Mayor Wheeler to offer his recommendation of applicant Diane West. Ms. West is a wonderful community leader and will be a great fit.

5. COMMISSIONER COMMENTS: Commissioner Palmer served on the BHA Board of Commissioners for ten years. Commissioner Palmer has enjoyed his time with BHA.

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 Minutes: February 27, 2023

6.1.1 Approval of Finance/CMS/Personnel Committee Minutes: February 23, 2023

6.2 Approval of Cash Disbursements –
February 2023: \$20,403,154.80

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
February 2023: \$6,748.49

6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
February 2023: No write offs.

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
February 2023: \$3,833.00

☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Commissioner Henderson moved for approval of motion. Commissioner Hanten seconded the motion. Chair Flood 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 purchased the “Let’s all do Good” app. Internal testing will begin soon. Roll out will be slow and thoughtful.

On March 1, and March 2, 2023, we held an Executive Leadership retreat. Much of our time was focused on team building and significant challenges.

We have fourteen participants in the Foster Youth Independence (FYI) program. HUD approved BHA for another nine vouchers which are already attached to a person. Due to the unique partnership, we have with landlords, landlords are holding units for voucher holders.

2. **Partners and Advocates:**

The Kitsap Affordable Housing Task Force continues to grow and to expand. This joint effort resulted in Kitsap Community Resources purchasing Mill's Crossing, a thirty-six-unit project in Bremerton. This serves as a model going forward.

Both the City of Bremerton and the Kitsap County Commissioners agreed to approve funding for a Housing Navigator position for three years for BHA. And funding for security deposit assistance.

On March 15, 2023, Ms. Reed and Ms. Stanton were invited to the Puget Sound Veteran Affairs office to represent rural housing authorities in a meeting with the Honorable Denis Richard McDonough, the 11th Secretary of Veterans Affairs.

3. **Financial Strength:**

We have selected Brawner and Associates as our Development Consultant for our repositioning initiative. We are working on contract terms.

BHA have received approval to pursue the sale or lease of our space at the Norm Dick's Government Center. We will meet with Mayor Wheeler to further discuss.

BHA received a total of 48 PBV proposals for current projects and for projects that will be constructed later in the year. Housing Kitsap received over 50 applications and are still deciding on how many PBVs they want to utilize due to their funding capacity.

4. **Organizational Capacity:**

The Executive Team held a two-day annual retreat in March. This time allowed the team to develop as a team and build trust in one another to support each other in holding each other accountable for achieving their goals.

Chair Flood has asked that we plan a Board retreat once our new Board member has been appointed sometime in the fall. We will send out a survey, schedule etc. on what the Board is most interested in.

Katie Sharp developed talking points for the Board of Commissioners. Ms. Stanton had shared the talking points with the Board earlier.

5. **Other Reports:**

Potential purchase of available land to be discussed at the Executive Session.

7.2 **Finance:** There are no Finance action items.

7.3 **Housing Management:** Comments by Ms. Reed and Ms. Stanton.

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

A brief discussion was held regarding the Family Self-Sufficiency program. This is high on our priority list.

7.3.2 Property Vacancy Report

Report of another water lose at The Firs. Water pucks will be placed in all the buildings. Winfield is close to being completed.

7.3.3 Resolution B23-03 Approving Revisions to admissions and Continued Occupancy Policy (ACOP)

The Bremerton Housing Authority is revising its Admissions and Continued Occupancy Policy (ACOP) to incorporate changes provided by Nan McKay.

☞ **Chair Flood called for a motion to Approve Revisions to Admissions and Continued Occupancy Policy as presented. Commissioner Palmer moved for approval of motion. Commissioner Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.3.4 Resolution B23-05 Approving Revisions to Administrative Plan

The Bremerton Housing Authority is revising its Administrative Plan (Admin Plan) to incorporate changes provided by Nan McKay and changes to Chapter 17 Project Based Vouchers to address Housing Kitsap Repositioning requirements. BHA also added language related to the Streamlining Final Rule from HUD.

☞ **Chair Flood called for a motion to Approve Revisions to Administrative Plan as presented. Commissioner Hanten moved for approval of motion. Commissioner Henderson seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.3.5 Resolution B23-06 Approving Nan McKay Expenditure for Housing Department Restructuring

The Housing department restructuring was a focus during the Executive Leadership retreat. To implement process improvements both in technology and workflow that will address our concerns and set us up for success. We have identified three areas of risk that have caused severe challenges. Substandard performance scoring that we must address resulting in the lost eligible to apply for

other programs. We believe problem in the tools and systems. Workload distribution, staff unhappiness and poor communication with our customers.

We have broken problem down into five categories:

- Backlog (of digital image)
- SEMAP (high performer)
- Caseload (is it distributed correctly)
- Customer Experience (response time)
- Support Systems (implement Yardi features that's paid for but not using)

We are working on solutions. We propose to outsource 500 of our files to Nan McKay for a one-year period. This will allow staff to catch up on backlog, work on SEMAP score etc. This was not budgeted for and will use unrestricted funds. We expect to have some cost and saving measures.

Commissioner Henderson could not agree more on the important work that this resolution brings forth.

- ☞ **Chair Flood called for a motion to Approve Nan McKay Expenditure for Housing Department Restructuring as presented. Commissioner Henderson moved for approval of motion. Commissioner Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.4 **Business Solutions:** There are no BS action items.

7.5 **Human Resources:** There are no HR action items.

7.6 **Contract Management Services:** Comments by Ms. Yeadon.

7.6.1 Resolution B23-04 Authorize the Executive Director to Execute Service Contract Between CMS and Missouri Housing Development Commission

The Missouri Housing Development Commission (MHDC) is the PBCA for the State of Missouri. They released a Request for Proposal to contract out their Management & Occupancy Reviews (MORs). CMS currently performs MORs for Washington, Nebraska, and Utah and have past MOR contracting experience for the PBCAs in Hawaii and Southern California. This work would consist of 364 multifamily contracts and 24,477 units. Portfolio like Washington. MHDC is completing a second round of questions and answers which will be released on March 31, 2023. CMS plans to hire three Compliance Occupancy Specialists III positions. The new positions will be hired in Missouri. CMS is working on pricing as proposals are due April 7, 2023.

- ☞ **Chair Flood called for a motion to Authorize the Executive Director to Execute Service Contract Between CMS and Missouri Housing Development Commission as presented. Commissioner Burton moved for approval of motion. Commissioner**

Hanten seconded the motion. Chair Flood called for question. None opposed. Motion carried.

8. EXECUTIVE SESSION:

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

The Executive Session commenced at 6:13 p.m. for a period of 20 minutes. The session continued for another 13 minutes and adjourned at 6:46 p.m. Regular portion of board session reconvened at 6:46 p.m.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS: None

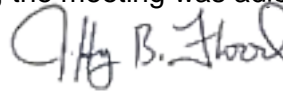
11. FUTURE 2023 REGULAR MEETINGS: April 24, and May 22, 2023.

Housing/Business Solutions Committee: April 20, 2023, at 4:00 PM
Finance/CMS/Personnel Committee: May 18, at 4:00 PM

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:47 p.m.



Executive Secretary



Chair of the Board

SEAL

