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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 APRIL 24, 2023.

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

2. **ROLL CALL:**

Present:

Chair Jeff Flood
Commissioner Bo Palmer

Commissioner Ryan Burton
Commissioner Andre Henderson

Excused

Vice Chair Jaime Forsyth
Commissioner Joan Hanten

BHA Staff Present:

Jill Stanton, Executive Director
Andi Reed, Housing Director
Sherman Enstrom, Finance Director
Tim Schanne, Business Solutions Director
Paula Kennedy, Human Resources Manager
Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

Also Present:

Diane West

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Chair Flood welcomes Ms. West. Ms. West is soon to be appointed by the City Council to fulfill the unexpired term of Commissioner Forsyth. Chair Flood asks participants to get through items in a timely manner.

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 Minutes: March 27, 2023

6.2 Approval of Cash Disbursements –
March 2023: \$20,822,610.88

- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable – March 2023: No write offs.
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - March 2023: No write offs.
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - March 2023: No write offs.

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

On April 15, 2023, we held a Community Connections Walk and Resource Fair at our Bay Vista Property. The fair was well represented by community partners.

We are working toward building a strong structure in place for our Housing Choice Voucher (HCV) department. The plan is to create a more efficient, effective, and financially sound HCV department a year from now. Last month the Board of Commissioners approved us to outsource with Nan McKay the administration of 500 vouchers.

Two of our main initiatives include that we achieve high performer status in our HUD scored systems. It is important to provide the Board with an oversight mechanism (training, knowledge, and reporting) to the Board on what we are being scored on from HUD. This is an ongoing priority for Ms. Stanton.

Commissioner Palmer recalls attending a training seminar several years ago presented by Nan McKay or maybe legal. Commissioner Palmer recommends that a third-party conduct training for the Board. Ms. Stanton is already looking into this for the Board.

2. Partners and Advocates:

We have received and partnered with three projects for Project Based Vouchers (PBV). All three projects have been awarded their vouchers. Housing Kitsap, Kitsap Community Resources and The Arc of the Peninsulas.

During the Housing/Business Solutions Committee meeting held on April 20, 2023, we discussed the opportunities to partner with a local affordable housing developer to assist with a home ownership program. Additional information will be shared at a board meeting as more information is made available. The work performed will be handled by the CMS team.

We have been collaborating with Coffee Oasis and Kitsap Mental Health Services on a housing program for young people in our community in need of housing. Olympic College and Scarlet Road are joining the collaboration. Ms. Stanton will keep the Board informed of our project.

We will be providing preference vouchers to two community partners, Scarlet Road and the Department of Children, Youth and Families, to assist with housing their clients coming out of extremely difficult and challenging situations.

3. **Financial Strength:**

We are in the final stages of entering into a contract with Brawner and Associates.

We are pursuing other opportunities for additional work to supplement our CMS team as some of the work is temporarily slowing down.

We have been approached by other agencies to help with the management of their property. We are doing such a great job managing Pendleton Place. If there is an opportunity to build up our property management services, it would be beneficial and being asked about.

4. **Organizational Capacity:**

The compensation study has been completed. We have met with both union representatives and staff. We will present a comprehensive report to the Board at the May Board meeting.

Today we have gone live to move our OnBase Document management system into the cloud. This provides the need to secure our data.

5. **Other Reports:**

Jaime Forsyth is resigning her position as Board of Commissioner due to relocating out of the City of Bremerton. Diane West will fill Commissioner Forsyth unexpired term once appointed by the City Council on May 3, 2023.

In addition, we do need to fill the Vice Chair position. Chair Flood will reach out to Board members to serve in her capacity.

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

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

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA – No comments.

7.3.2 Property Vacancy Report

Units vacant, especially units located at Winfield.

7.3.3 Resolution B23-07 Approving Revisions to the Administrative Plan

The Bremerton Housing Authority is revising its Administrative Plan (Admin Plan) to incorporate changes provided by Nan McKay and to update preferences for the Foster Youth to Independence Initiative, YWCA, Scarlet Road, and the Family Unification Program. BHA would also like to add a six-month time limit to the length of time a public housing resident must be on the in-house transfer list before being given a housing choice voucher.

☞ **Chair Flood called for a motion to Approve Revisions to the Administrative Plan as presented. Commissioner Palmer called for motion to amend Resolution B23-07 to include “as well as add a six-month time limit to the length of time a public housing resident must be on the in-house transfer list before being given a housing choice voucher”. Commissioner Palmer moved for approval of motion. Commissioner Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.4 **Business Solutions:** Comments by Mr. Schanne.

7.4.1 Business Solutions Reporting

The Housing/Business Solutions Committee met on April 20, 2023. Mr. Schanne presented a preview on the method of reporting to refine the metrics and targets associated with the oversight application under each of the four focus areas of the BHA strategy to the Board that we will adopt going forward as it relates to the Boards oversight responsibilities.

We have moved our OnBase Document management system to the cloud. This was a huge undertaking and a huge accomplishment for the entire agency.

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

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

7.6.1 Strategic Focus Area 3 – Financial Strength

CMS was awarded the Management & Occupancy Reviews sub-contract for Missouri. Mrs. Mendez will give a full presentation at the next Finance/CMS/Personnel Committee meeting on May 18, 2023.

HUD is conducting a stakeholder input and listening session in Washington, DC on April 25, 2023. This session is in response to HUD’s FY 2023 appropriations language requiring HUD to make outreach to the industry as it relates to the nationwide PBCA rebid. Mrs. Mendez is in Washington, DC with other PBCAs and our legal team. Mrs. Mendez will provide information at the Finance/CMS/Personnel Committee meeting on May 18, 2023.

8. **EXECUTIVE SESSION:** None

9. **UNFINISHED BUSINESS:** None

10. **NEW BUSINESS:** None

11. **FUTURE 2023 REGULAR MEETINGS:** May 22, and June 26, 2023.

Finance/CMS/Personnel Committee: May 18, at 4:00 PM
Housing/Business Solutions Committee: June 22, at 4:00 PM

Commissioner Palmer will be out of town and unavailable to attend the June Board meeting.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:01 p.m.

Executive Secretary

Chair of the Board

SEAL

