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HYBRID REGULAR 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 OCTOBER 24, 2022.

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

2. **ROLL CALL:**

Present:

Vice Chair Jaime Forsyth
Commissioner Bo Palmer
Commissioner Andre Henderson

Commissioner Joan Hanten
Commissioner Ryan Burton

Excused:

Chair Jeff Flood

BHA Staff Present:

Carlita Mendez, Acting Executive Director
Andi Reed, Housing Director
Sherman Enstrom, Finance Director
Paula Kennedy, HR Manager
Tim Schanne, CMS Asst. Director
Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

Also Present:

Kendra Martinsen

3. **PUBLIC COMMENT:** Ms. Martinsen requesting assistance with Section 8 voucher. Contact information provided to Ms. Reed.

4. **CHAIR COMMENTS:** Vice Chair Forsyth acted on behalf of Chair Flood's stead.

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: September 26, 2022

6.1.1 Approval of Finance Committee Minutes: September 15, 2022

6.1.2 Approval of Repositioning Study Session Minutes: September 16, 2022

6.1.3 Approval of Housing Committee Minutes: September 26, 2022

- 6.2 Approval of Cash Disbursements – September, 2022: \$20,529,871.74
 - 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable – September, 2022: No write offs.
 - 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - September, 2022: No write offs.
 - 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - September, 2022: No write offs
- ☞ **Vice Chair Forsyth called for motion to approve the Consent Agenda as presented. Commissioner Hanten moved for approval of motion. Commissioner Palmer seconded motion. Vice Chair Forsyth called for question. None opposed. Motion carried.**

7. EXECUTIVE DIRECTOR'S REPORT:

7.1 Executive:

7.1.1 Executive Director's Report: Comments by Mrs. Mendez and Ms. Reed.

1. Housing Choice Voucher & Special Voucher Program Updates:

We have a total of 1,454 vouchers leased up. We have a total of 38 Emergency Housing Vouchers under leases.

The Housing Department continues to maintain weekly performance tracking. We had several requests for moves from current tenants due to payment standard changes, which has kept staff busy and increased workloads.

2. Public Housing Wait List Opening:

BHA is opening the public housing waitlists on October 25, 2022, from 7:00am to 3:00pm. We are using RENTCafe portal once again but there are some differences in this process from when we opened the Housing Choice Voucher waitlists in May. RENTCafe requires a registered account to complete the application. We encourage the public to register or make sure they can login to their account prior to October 25, 2022. Public Housing waitlist positions are first come, first served instead of randomized. There is an extremely limited number of available public housing one- and two-bedroom units that become available. There are currently 437 applicants who have registered since the notice was released.

Unlike the other waitlist openings, waitlist positions will be determined by date and time of application. We have a phone tree system in place for folks who need

assistance. Although we can manually enter information, we hope to avoid this if possible. We are confident in our software provider once applications are submitted who will provide support as necessary.

Plans to modify the ACOP policy to do random selection is in progress. This change would allow everyone a fairer shot and be consistent with other waitlist processes currently in place.

3. **Conferences:**

At the 2022 Housing Washington Conference held on October 2, 2022, in Spokane, WA. Commissioner Hanten attended the award reception to accept a Friends of Housing Award on behalf of BHA. BHA was recognized for our successful efforts with appealing to HUD for higher fair market rents.

4. **Meeting with Rep. Kilmer & Sen. Murray Office Staff**

On October 7, 2022, Greg Verini, CMS Business Development Analyst, and Mrs. Mendez met with Legislative Directors, Heather Painter from Representative Kilmer's office, and Ben Merkel from Senator Murray's office to discuss our concerns with HUD's request for information regarding the project-based oversight contracts. We asked them to encourage Representative Kilmer and Senator Murray to sign joint letters circulating in the House and Senate respectively. Both agreed to sign letter of support.

5. **Union Negotiations**

On October 6, 2022, we executed a collective bargaining agreement (CBA) with Office and Professional Employees International Union Local 8, AFL-CIO (OPEIU). We are waiting for Teamsters Local Union No. 589 (Teamsters) to vote to ratify a CBA.

6. **Pop-Up COVID-19 Vaccination Clinics**

BHA and Kitsap Peninsula Health District partnered once again to offer two additional pop-up COVID-19 vaccination clinics for our residents.

- The Firs: Thursday, October 20, 2022, from 12pm to 2pm.
- Charter House/Case De Sol: Friday, October 21, 2022, from 12pm to 2pm.

7. **Adopt-A-Spot**

BHA adopted the block surrounding the 600 building and our first clean-up event was held on October 14, 2022. We had a total of 18 volunteers. This is an event coordinated by the BHA Engagement Committee and they plan on holding a clean-up event quarterly with staff volunteers.

8. **Board Re-Appointment**

On October 5, 2022, the Bremerton City Council re-appointed Commissioner Hanten to our BHA Board. Commissioner Hanten's new term expires on November 27, 2027.

9. **Committee Meetings**

We will have two Board committees.

- Finance/CMS/Personnel Committee
 - Committee Sub-Chair: Commissioner Burton.
 - Committee Members: Chair Flood and Commissioner Palmer.
- Housing/Communication Committee
 - Committee Sub-Chair: Commissioner Henderson
 - Committee Members: Vice Chair Forsyth and Commissioner Hanten.

10. **BHA Repositioning**

Ms. Stanton is working on this and will provide the Board an update at the November Regular Board Meeting. Information and details will follow.

- 7.1.2 Resolution B22-31 Approve Teamsters Collective Bargaining Agreement Tabled until further notice.

7.2 **Finance:** There are no Finance 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

The Firs - Water damage units are within a week from being completed.

Shadow Creek – Water damage claim in process.

Tara Heights - Unit turns in process.

Winfield – Almost fully occupied.

In early December, we plan to open the Project-Based voucher waitlist, by bedroom size. We will use the Section 8 Administrative Plan to randomly select the waitlist.

HUD approved our waiver extensions and approved to use 120% payment standard through the end of December 2023.

BHA applied for additional VASH vouchers. Received letter of support from Veterans Administration. BHA applied for Stabilization vouchers. Received letter of support from Continuum of Care. Both voucher programs are similar to the Emergency Housing Vouchers program. Waiting to hear back from HUD.

Resident Advisory Board (RAB) is busy working on several projects. Recruiting, developing their own agenda, team building and relationship building. RAB is allowed up to 25 members with board approval. Forthcoming Resolution to approve additional RAB Board members.

HUD did not approve Annual Plan, revisions required. Ms. Reed asked HUD to review revisions prior to posting for public comments. Public notice for public comments released October 21, 2022. Public has a 45-day notice period. The Annual Plan revisions will require Board approval. HUD has given BHA until December 16, 2022, to resubmit. A special Board meeting will be held December 12, 2022, to ask for Board approval for revisions to the Annual Plan.

Property Tour with some Board members to be held Friday, October 28, 2022, at 9:00am.

7.4 Human Resources: There are no HR items.

7.5 Contract Management Services: Comments by Mrs. Mendez.

7.5.1 CMS Director Report

We began working with Katie Sharp, Communications Manager, to revisit email and letter templates to ensure we are being fully compliant with our HUD service contract while delivering customer service that's aligned with our BHA customer service culture. It's critical that we balance this role with a high level of customer service and acknowledge our customers time and efforts. This ties in with our BHA strategic plan.

8. EXECUTIVE SESSION: None

9. UNFINISHED BUSINESS:

9.1 Executive Director Performance Review

Draft performance review is ready pending Ms. Stanton’s return. No area of improvement needed. Commissioner Hanten needs to speak with Chair Flood before going on vacation. Chair Flood will sit down with Ms. Stanton and go over performance review. Ms. Stanton will have an opportunity to respond to review, then file with HR.

10. NEW BUSINESS: None

11. FUTURE 2022 REGULAR MEETINGS: November 28 and December 26, 2022.

We are working with legal to update our Bylaws. The Bylaw changes will be presented at the November 2022 Board meeting. Changes to the Bylaws will include no regular board meetings during the month of August and December.

Ms. Mendez shared video of Commissioner Hanten accepting the Friends of Housing Award on behalf of BHA. Vice Chair Forsyth recommend video be posted on BHA website.

Finance/CMS/Personnel Committee Meeting – November 17, 2022, at 4:00PM

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:20 p.m.

Jill Stanton

Executive Secretary

Jaime Forsyth Acting on behalf of

Chairperson of the Board

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