

HOUSING AUTHORITY OF THE CITY OF VANCOUVER

Regular Meeting September 23, 2009

MEETING CONVENED

Chair Kawamoto convened the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Vancouver (VHA) at 8:35 a.m. in the Community Room of the Administration Office, 2500 Main Street, Vancouver, Washington.

ROLL CALL

Present for the Board: Chair Ronald K. Kawamoto
Commissioner Lloyd Halverson
Commissioner Greg Kimsey
Second Vice Chair Art Miles

Absent: Vice Chair Ceci Ryan Smith~ Excused
Commissioner Debra Conway ~ Excused

Present for Staff: Roy A. Johnson, Executive Director
Syble A. Crow, Executive Office Manager
Saeed Hajarizadeh, Deputy Director
LaVon Holden, Deputy Director
Michael McGuire, Director of Public Housing
David Overbay, Program Policy Manager
Jan Wichert, Human Resources Administrator
Kris Hanson, Asset Manager
Frank L'Amie, Housing Developer
Sasha Nichelson, Section 8 Program Manager

Guests: Barbara Jacobson, VHA Legal Counsel
Amy McCullough, Attorney, Northwest Justice Program
Peggy Sheehan, CDBG Program Manager, City of Vancouver

EXECUTIVE SESSION

Chair Kawamoto immediately recessed the Regular Meeting to an executive session to discuss legal, personnel and property matters. Chair Kawamoto adjourned the executive session at 8:50 a.m. to the Work Session to discuss the Moving To Work Plan.

No action was taken.

WORK SESSION**❖ Moving To Work Plan**

Roy Johnson, Executive Director, presented the Moving To Work Annual Plan (MTW Plan) for Fiscal Year 2010. He reported that staff conducted the public comment and public hearing process, and made a few changes from comments received. He then outlined the new initiatives, and distributed copies of the implementation update.

David Overbay, Program Policy Manager, informed those present that the MTW Plan is a procedural tool used by staff and requires an annual refining, and then it is presented to the Board of Commissioners for approval to submit to HUD to be sanctioned. He said that the format has changed and HUD has agreed to it. Mr. Overbay swiftly went through the Plan and concluded with the three statutory goals: 1) Reduce cost and achieve greater cost effectiveness in Federal expenditures; 2) Give incentives to families with children where head of household are working, seeking work, or preparing for work by participating in job training, educational programs, etc.; 3) Increase housing choices for low-income families; and the VHA's objectives to use the Plan to continue to streamline and simplify required programs eligibility processes and management requirements.

Jan Wichert, Human Resource Administrator, reviewed and discussed the 2010 VHA Resident Expectations for Work Able adults and for residents living in the Skyline Campus. All Work Able adults that are not otherwise exempted will be required to contribute at least 8 hours per month to a community service or self sufficiency activity. Work Able adults living in Skyline will additionally participate in the Skyline Campus of Learners Residents.

Regarding the new Work Able adult requirements, she reported that HUD currently requires Public Housing residents to meet the community service and self sufficiency guidelines we are recommending. Staff is simply looking to expand these guidelines to Section 8 residents as well. Mrs. Wichert shared that the initiative aims to assist residents in finding activities they enjoy that may lead to future employment.

The Skyline Campus of Learners is also part of the MTW Plan. This initiative requires Work Able residents of Skyline to participate in activities centered around engaging children and young adults in school attendance and activities. Skyline residents will be involved in designing this program. Jan Wichert continued by highlighting the requirements and options of the program; and she then assured the commissioners that the goal of these programs is to engage residents in positive activities that lead themselves and their children toward self sufficiency

LaVon Holden, Deputy Director, added that the idea of involving residents in the design process and encouraging resident participation in community service and self sufficiency activities is a Best Practice and will help promote program success.

Commissioner Kimsey requested that staff provide additional information on the Campus of Learners Program. Jan Wichert responded that staff is working with the newly formed Skyline Resident Council to involve them in the process of program design and implementation. Roy Johnson said that additional information will be brought back to the board in December.

The work session concluded at 9:55 a.m.

REGULAR MEETING

Following a short recess, Chair Kawamoto convened the Regular Meeting at 10:00 a.m.

AGENDA AMENDMENTS

Roy Johnson stated that there are no agenda amendments.

CONSENT CALENDAR

It was moved by Commissioner Kimsey and seconded by Commissioner Halverson to approve the following Consent Calendar:

Minutes of the Regular Meeting August 26, 2009

Bills and Claims ~ August 2009

<u>PROGRAM</u>	<u>AMOUNT</u>
General Fund	\$2,665,069.07
Auto Payment Bank Loans	23,485.20
Miscellaneous	2,245.00
Replacement Reserves/Debt Reserve	53,890.00
Total Distributed in August 2009	\$2,744,689.27

The motion was unanimously approved.

APPEARANCE OF INTERESTED CITIZENS

None present

REPORTS FROM EXECUTIVE DEPARTMENT

- (a) **Resolution No. 2840:** Approve Strategic Plan for 2009/2010

Roy Johnson reported that the Strategic Plan has previously been presented to the board for review and discussion on several occasions, with the last being the August 26 Work Session whereby approval was tabled until this meeting. He announced that the Plan has been refined and finalized for Board approval.

Commissioner Kimsey suggested restating language on assisting CNPH to acknowledge it is a separate entity. Mr. Johnson agreed to a change in statement.

MOTION

It was moved by Commissioner Kimsey and seconded by Commissioner Halverson to approve Resolution No. 2840, approving the VHA's Strategic Plan for 2009/2010. The motion was approved by the following vote:

AYE

Commissioner Lloyd Halverson
Commissioner Ronald K. Kawamoto
Commissioner Greg Kimsey
Commissioner Art Miles

ABSENT

Commissioner Debra Conway
Commissioner Ceci Ryan Smith

(b) **Resolution No. 2841:** Approve Relocation Plan for Van Vista Assisted Living

Roy Johnson reported that the development of the Van Vista Assisted Living addition will necessitate the relocation of sixty residential Van Vista occupants, as well as the business owner of the property located behind Van Vista that is being acquired by the VHA for the addition. He said that the Relocation Plan has been developed by VHA Counsel for the non-residential occupant, and a Resident Occupant Plan was prepared by staff – pursuant to HUD requirements. The relocations will be conducted by VHA staff. The owner of the property being acquired by the VHA, Don Jacobson, has selected to be reimbursed at the Fixed Price option in lieu of reimbursable moving expenses; i.e. actual moving costs.

MOTION

It was moved by Commissioner Kimsey and seconded by Commissioner Miles to approve Resolution No. 2841, approving the VHA's Relocation Plans for Non-Residential Property Occupant and Residential Occupants for the Van Vista Assisted Living Addition. The motion was approved by the following vote:

AYE

Commissioner Lloyd Halverson
Commissioner Ronald K. Kawamoto
Commissioner Greg Kimsey
Commissioner Art Miles

ABSENT

Commissioner Debra Conway
Commissioner Ceci Ryan Smith

(c) **Resolution No. 2842:** Approving VHA's Moving To Work Plan for Fiscal Year 2009/2010

Roy Johnson reported that the Moving To Work Plan was previously discussed during the Work Session, and there were no changes noted.

Commissioner Halverson articulated the commissioner's request for addition detail on the programs incorporated in the Plan prior to implementation.

The Board commended staff for the high-quality work on the development of the Plan.

MOTION

It was moved by Commissioner Halverson and seconded by Commissioner Kimsey to approve Resolution No. 2842, approving the VHA's Moving To Work Plan for 2010. The motion was approved by the following vote:

AYE

Commissioner Lloyd Halverson
Commissioner Ronald K. Kawamoto
Commissioner Greg Kimsey
Commissioner Art Miles

ABSENT

Commissioner Debra Conway
Commissioner Ceci Ryan Smith

(d) Resolution No. 2843: Approve Revisions to VHA Administrative Plan

Sasha Nichelson, Section 8 Program Manager, advised the commissioners on the changes made to the Administration Plan. She continued by summarizing the revisions to Chapters 6, Earned Income Disallowance; 14, Quality Control; and 17, Project Based Vouchers. Roy Johnson added that these minor changes make the Administrative Plan consistent with the MTW Plan.

Commissioner Kimsey requested that all future documents presented for approval with revisions, display the former and the requested change(s) so the commissioners know exactly what was altered. Staff agreed to provide this information with future documents.

MOTION

It was moved by Commissioner Kimsey and seconded by Commissioner Miles to approve Resolution No. 2843, approving the revisions to the VHA's Administrative Plan. The motion was approved by the following vote:

AYE

Commissioner Lloyd Halverson
Commissioner Ronald K. Kawamoto
Commissioner Greg Kimsey
Commissioner Art Miles

ABSENT

Commissioner Debra Conway
Commissioner Ceci Ryan Smith

(e) **Resolution No. 2844:** Award of Plumbing Contract

Mike McGuire, Director of Public Housing, circulated copies of Resolution No. 2844, as the bids were not opened until September 18, 2009 - after the mailing of the packet. Mr. McGuire reported that six contractors submitted bids ranging from \$235,600 to \$535,780 for the plumbing replacement at Van Vista Plaza, which will be a major project. The estimated probable construction cost was \$300,000. He said the low bid came in from Tapani Plumbing at \$236,600, and that it is a good bid and a good company. Mr. McGuire reported that he has prior experience with Tapani when they worked on the St. Helens Manor project. He said the funding is available through the Stimulus funds received by the VHA.

Commissioner Kawamoto requested that Mr. McGuire provide information on additional capital needs before the Board begins the 2010 Budget process. Mr. McGuire responded that he is in the process of creating a 5, 10, 15 and 20 year capital needs budget.

MOTION

It was moved by Commissioner Miles and seconded by Commissioner Halverson to approve Resolution No. 2844, approving the VHA's Strategic Plan for 2009/2010. The motion was approved by the following vote:

AYE

Commissioner Lloyd Halverson
Commissioner Ronald K. Kawamoto
Commissioner Greg Kimsey
Commissioner Art Miles

ABSENT

Commissioner Debra Conway
Commissioner Ceci Ryan Smith

(j) **Actions from Executive Session**

Roy Johnson announced there are no action items.

EXECUTIVE DIRECTOR ITEMS

(a) **Stimulus Funding**

Roy Johnson reported that staff has submitted three grant applications for federal stimulus green funding for Skyline Crest and Van Vista, and the awards will be announced by September 30, 2009.

(a) **Audit Committee Update**

Commissioner Kimsey reported that the Loveridge Hunt Financial Audit concluded the end of August 7, 2009. with a positive exit conference. He stated that the final Audit Report indicated no findings or major issues, and noted that the positive relationship with VHA staff.

Saeed Hajarizadeh reported that the State Auditors have begun their annual Accountability Audit with an entrance conference on September 16, 2009. He said the auditors plan to be at the VHA for five weeks.

COMMUNICATION/INFORMATION

a) Monthly Financial Report

Saeed Hajarizadeh presented the VHA and Tax Credit Partnerships Combined Income Statements and Balance sheet as of July 2009. He reported that revenues and expenses remain close to budget, noted variances, and stated there are no abnormalities to report.

Mr. Hajarizadeh shared that another Public Housing home sold in July 2009, and that all ten of the selected homes are currently under contract or sold, with a \$140,478 benefit to the VHA financial records. Mr. Hajarizadeh said that the purchasers are making lists of needed repairs as they assume ownership.

Chair Kawamoto inquired if there was a special fund that the single family home sales go to so the funds can be tracked? Mr. Hajarizadeh responded that the funds will be restricted to the development of additional housing and homeownership. Commissioner Miles requested that these funds be documented on the balance sheet; Mr. Hajarizadeh replied that it is under cash. Mr. Johnson assured the commissioners that the information will be separated and clearly illustrated in the financial report.

Discussion followed with questions and clarification on a few line items in the financial report.

b) Fee Managed Housing Summary

Kris Hanson, Asset Manager, reported that the properties are performing well. She reported that there has been a management change at Parklane and that Orchard Glen will also be changing both management and maintenance personnel. Ms. Hanson noted that the positions will be replaced by the current manager and maintenance personnel from Mill Creek. Ms. Hanson shared that staff is looking at expanding rental programs at Esther Short to fill the two bedroom units that are currently vacant.

Ms. Hanson presented an update on the status of Springbrook Apartments. She reported that she has not yet received a report from the adjuster on actual costs; architects have looked at the building and will be presenting a bid for the interior and exterior work, and that the insurance company is paying costs as work occurs. Mike McGuire, Director of

Construction and Maintenance, reported that the building has been closed up to avoid further damage until the work begins.

Commissioner Kimsey inquired about issues at Plum Meadow. Ms. Hanson responded that she has not heard anything negative for quite some time. LaVon Holden added that Mr. Johnson has been committed to a community process and that seems to have alleviated some of the problems.

c) **Columbia Nonprofit Housing (CNPH)**

The Minutes of August 11, 2009 and Agenda for September 9, 2009 were presented for information.

d) **Neighbor to Neighbor Newsletter**

The September 2009 *Neighbor to Neighbor* Newsletter was presented for information.

OTHER BUSINESS

None

ADJOURNMENT

There being no further business, Chair Kawamoto declared the meeting adjourned at 10:40 a.m.

ATTEST:

RONALD K. KAWAMOTO, Chair

ROY A. JOHNSON, Executive Director