

HOUSING AUTHORITY OF THE CITY OF VANCOUVER

REGULAR MEETING

September 28, 2011

ANNUAL PICTURES

The commissioners met with photographer Steve Towell at 8:30 a.m. in the Vancouver Housing Authority's lobby for annual pictures to be used for the VHA's Report to the Community.

MEETING CONVENED

Chair Ryan Smith convened the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Vancouver (VHA) at 9:00 a.m. in the Board Room at 2500 Main Street, Vancouver, Washington.

ROLL CALL

Present for the Board: Chair Ceci Ryan Smith

Vice Chair Art Miles

Resident Commissioner Albert Boston-El

Commissioner Ronald K. Kawamoto

Commissioner Greg Kimsey

Commissioner Lloyd Halverson

Present for Staff:

Roy A. Johnson, Executive Director

Syble A. Crow, Executive Services Manager

Saeed Hajarizadeh, Deputy Director

David Overbay, Federal Program Policy Manager

Diane Bare, Affordable Housing Operations Manager

Troy Drawz, Director of Development

Kris Hanson, Director of Affordable Housing

Sasha Nichelson, Section 8 Manager

Jan Wichert, Director of Employee and Resident Services

Hilaree Prepula, Work Opportunity Program Manger

Guests:

Peggy Sheehan, CDBG Program Manager, City of Vancouver

EXECUTIVE SESSION

Chair Ryan Smith immediately recessed the Regular Meeting to an Executive Session to discuss the evaluation of the Executive Director. Chair Ryan Smith adjourned the Executive Session at 9:50 a.m.

No action was taken.

REGULAR MEETING

Chair Ryan Smith immediately convened the Regular Meeting at 10:00 a.m.

AGENDA AMENDMENTS

There were no agenda amendments.

CONSENT CALENDAR

It was moved by Commissioner Kawamoto and seconded by Commissioner Boston-El to approve the following Consent Calendar:

- Minutes of the August 24, 2011 Regular Meeting

The motion was unanimously approved.

APPEARANCE OF INTERESTED CITIZENS

None

STAFF REPORT**❖ GOALS PROGRAM**

Hilaree Prepula, Work Opportunity Program Manager, and Jan Wichert, Director of Employee and Residents' Services, were present to share information on the VHA's Gaining Opportunities At Lasting Success Program (G.O.A.L.S.). Ms. Wichert began by introducing Ms. Prepula who presented a PowerPoint and summary of GOALS.

Ms. Prepula began by explaining the program was funded in 2011 by a JP Morgan Chase grant and that the program and curriculum is a collaborative effort between the VHA and many community partners, as well as VHA Family Self-Sufficiency Program participants. She shared that the program utilizes a holistic approach to assist participants to become self-sufficient through classes and activities in motivation and inspiration, employment readiness, financial management, and health/wellness and personal relationships.

Ms. Prepula continued with a PowerPoint on the program and reported that currently 67 of the 114 Family Self-Sufficiency participants have attended workshops since the program began in July 2011, and that four of those have obtained jobs since that time. She noted that after January 1, 2012, anyone in the Family Self-Sufficiency program must go into the GOALS Program. If a person does not follow through with their GOALS program, they will be subject to the loss of their escrow.

Ms. Wichert and Ms. Prepula were commended for the excellent job they are doing establishing and administering the GOALS Program for VHA.

CHAIR REPORT

Chair Ryan Smith reported on the following:

- 1) Chair Ryan Smith reported that the Camas Ridge Opening was very well attended and successful. She commended staff for the excellent job.
- 2) Chair Ryan Smith announced that there will be a 2012 Budget Work Session held on Wednesday, October 12, from 11:30 a.m. to 1:30 p.m. in the VHA Board Room.
- 3) Following a poll of the commissioners, Chair Ryan Smith reported that the November 23 Board Meeting will be held as scheduled.
- 4) Chair Ryan Smith announced that Joy McCray from HUD has been invited to be a guest at the VHA's October 26 Work Session to discuss HUD's Forecast. She also noted that Steve Clark, VHA's financial Advisor, is scheduled to attend the November 23 meeting.
- 5) Chair Ryan Smith commended and thanked staff for the detailed response to Rey Cabral following his inquires at the VHA's August 24, 2011 Board meeting.

EXECUTIVE DIRECTOR

- 1) Roy Johnson, Executive Director, announced that the Director of the Chicago HUD office will be visiting the area to attend training to learn about the Disposition program, at which time he plans to meet with her during the visit as he did not have the opportunity when he was in Chicago.
- 2) Mr. Johnson reported that the search continues for a maintenance facility due to issues that were unable to be resolved with the initial site selected.
- 3) Council For The Homeless' Hope & Action Luncheon was held Friday, September 23, and Roy Johnson introduced the Key Note Speaker. It was a good event by all standards.

AUDIT/FINANCE COMMITTEE

Audit: Commissioner Kimsey announced that the 2010 financial audit from Loveridge Hunt has been finalized with no findings. He congratulated the financial team for the good work. Mr. Hajarizadeh said that earlier this morning he emailed the commissioners an electronic copy of the final audit.

Commissioner Kimsey shared that the state auditors plan to arrive at the VHA office on October 4 to begin the State Accountability Audit; an entrance conference will be scheduled to meet with the Audit Committee.

Finance: Saeed Hajarizadeh, Deputy Director, reviewed the monthly budget report as of July 2011, which summarized the budget, actual, and any variance. He reported that at this time, the budget is on target.

Workforce Housing: Kris Hanson, Director of Asset Management, reported that the properties are performing well. She noted that they are going through a transition period with the three management companies in an effort to more evenly distribute the properties. Ms. Hanson said that Maple Knoll is doing better than initially anticipated – but still struggling; Springbrook occupancy is holding steady during the rehabilitation.

Ms. Hanson announced that Camas Ridge has 20 units leased with 8 occupied, and that there has been a change in the on-site manager as the lease-up rate was below expectations.

Commissioner Miles reported that he has requested a report on options of exit strategies by the next board meeting.

DEVELOPMENT COMMITTEE

Troy Drawz, Director of Development, reported on the following:

- 1) A Purchase and Sales Agreement has been signed for the vacant lot next to Vista Court; that due diligence is in process and on a steady course to have approval this fall.
- 2) A Purchase and Sales Agreement has been signed on the Gregerson Parcel; the plan is to land bank the property until future need.
- 3) HUD approved a long-term lease for Van Vista.
- 4) He is presenting a resolution today for approval of expenditure of Public Housing Disposition Funds and other Funds for the Pre-development costs related to Skyline Crest Renovation Project.
- 5) He plans to submit two phases of architectural work on 1st Street to the board for discussion.
- 6) He thanked everyone for attending the successful open house in August for Camas Ridge.
- 7) Vista Court is moving along swiftly and plans are to open nearly a month early; possibly as early as January 15. The budget is in a positive position and staff is exploring upgrade opportunities.
- 8) Springbrook Apartments are under renovation and moving along nicely.
- 9) Terry Harder has been hired as the VHA Construction Manager; he has incredible knowledge and will be a huge benefit to the development team.

RESIDENT COMMISSIONER REPORT

Resident Commissioner Boston-El distributed a report on his monthly activities, stating that he remains busy as a member of the Council For The Homeless and VHA Resident Commissioner learning daily about how each organization operates and expectations of him. He noted that in August he had the opportunity to attend the Annual Conference of the Cascade Chapter of NAHRO in Bend, OR, and obtained a wealth of insight and knowledge; he said he especially appreciated the Ethics for Commissioners session.

REPORTS**a) Resolution No. 2941: Approval of Move To Work Annual Plan**

David Overbay, Federal Program Policy Manager, presented the Moving To Work Annual Plan for Fiscal Year 2012 for approval. He reported that the plan has been reviewed and discussed by the Resident Advisory Board, put out for public comment, a public hearing was held with all positive comments, and a written comment received from Northwest Justice.

Mr. Overbay summarized the new initiative, which is a demonstration of Housing Choice Vouchers with services for up to 16 new participants; and the changes to existing initiatives: elimination of landlord/tenant inspection certifications, elimination of the assisted living waiting list, and a change to the voucher homeownership program – with little or no financial impact.

He shared that the next steps following board approval are the submission and approval of HUD by the end of 2011.

MOTION

It was moved by Commissioner Kawamoto and seconded by Commissioner Halverson to approve Resolution No. 2941, approving the 2012 Move To Work Annual Plan and authorizing the execution of the Certification of Compliance. The motion was approved by the following voice vote:

AYE

Commissioner Boston-El
Commissioner Halverson
Commissioner Kawamoto
Commissioner Kimsey
Commissioner Miles
Commissioner Ryan Smith

b) **Resolution No. 2942: Approval of Revisions to Administrative Plan for Section 8 Housing Choice Voucher Program**

David Overbay began with apologies to the commissioners for a printing problem with the redlined copies he provided prior to the meeting, and then distributed a complete version. He continued that HUD requires that the VHA develop an Administrative Plan for the Section 8 Housing Choice Voucher Program and revise it according to changes in the Federal regulations and VHA's policies and/or procedures.

He highlighted the listing of proposed changes recommended by VHA staff and Nan McKay & Associates, the leading provider of training, consulting, and products for HUD.

MOTION

It was moved by Commissioner Kimsey and seconded by Commissioner Halverson to approve Resolution No. 2942, approving the recommended revisions to the Section 8 Administration Plan for the Section 8 Housing Choice Voucher Program as presented. The motion was approved by the following voice vote:

AYE

Commissioner Boston-El
Commissioner Halverson
Commissioner Kawamoto
Commissioner Kimsey
Commissioner Miles
Commissioner Ryan Smith

c) **Resolution No. 2943: Approval of Expenditure of Public Housing Disposition Funds and Other Funds for Pre-Development Costs Related to Skyline Crest Renovation Project**

Troy Drawz recommended the authorization for staff to utilize public housing disposition funds and other available funds to complete pre-development activities such as architectural, permitting, funding solicitation, environmental review, appraisals and market studies in an amount not to exceed \$300,000. He explained that once the feasible project scenario is established and funding solicitation complete, he will submit a request for final approval of the project budget and structure.

Mr. Drawz reported that he will be working with Steve Clark to develop the proforma to present to the commissioners; and that he expects the total project budget to be \$3.5 million and \$1.5 million debt service.

Roy Johnson discussed some additional proposed improvements; a new community garden, new park, and potential of repaving the streets. Mr. Johnson shared that he is currently discussing the repaving with the City.

Discussion followed.

Commissioner Halverson stressed caution in the use of reserves and suggested that staff carefully examines the use of reserves and maintain a proper balance. Ms. Johnson suggested that this matter be thoroughly discussed at the October meeting.

MOTION

It was moved by Commissioner Miles and seconded by Commissioner Boston-El to approve Resolution No. 2943, authorizing the expenditure of public housing disposition funds and other funds for pre-development costs related to the Skyline Crest Renovation project in an amount not to exceed \$300,000. The motion was approved by the following voice vote:

AYE

Commissioner Boston-El
Commissioner Halverson
Commissioner Kawamoto
Commissioner Kimsey
Commissioner Miles
Commissioner Ryan Smith

ACTIONS FROM EXECUTIVE SESSION

Roy Johnson reported there were none.

COMMUNICATION/INFORMATION

a) ***Neighbor to Neighbor Newsletter***

The September 2011 *Neighbor to Neighbor* Newsletter was presented for information.

b) **Council For the Homeless**

The Minutes of July 14, 2011 were presented for information.

c) **Columbia Nonprofit Housing**

The June 14, 2011 Minutes and September 13, 2011 Agenda were presented for information

OTHER BUSINESS**1) Executive Director's Evaluation**

It was moved by Commissioner Kawamoto and seconded by Commissioner Boston-El to move forward with the personnel matter discussed during the executive session. The motion was unanimously approved.

2) Meeting with Mayor Leavitt and City Manager

Commissioner Miles reported that the quarterly meeting held with Mayor Leavitt, City Manager Eric Holmes, Roy Johnson and himself was conducted via audio conference. He shared the very positive rapport between Mr. Johnson and Mr. Holmes, and reported that Mr. Johnson discussed current and proposed projects, the disposition and rehabilitation of Skyline Crest, and briefly mentioned the possibility of using the City's Road Improvement District for the repaving of Skyline Crest roads.

3) NAHRO Cascade Chapter Annual Conference

- Commissioner Kawamoto proudly noted that the VHA and its staff are greatly respected through the NAHRO organization. He continued that he appreciated the classes he attended, especially the Ethics Class. Commissioner Kawamoto shared that the Housing Authority of Bend was allowed to build architecturally, aesthetically pleasing housing in downtown Bend to add to their housing stock.
- Commissioner Miles concurred about the excellent classes – reporting on the three classes he attended. He also echoed that the VHA staff is known for their major league talent.
- Commissioner Halverson reported that the class on Tax Credits was helpful and aided him to understand the bigger picture. He said that former employees clearly had the insight to diversify the VHA housing stock and in retrospect he thanked them and said that the VHA needs to build on their accomplishments.

ADJOURNMENT

There being no further business, Chair Ryan Smith declared the meeting adjourned at 11:27 a.m.

ATTEST:

ROY A. JOHNSON, Secretary-Treasurer
CECI RYAN SMITH, Chair