



**Minutes of the Regular Meeting
of the Board of Commissioners of the
Housing Authority of the City of Everett**

February 26, 2018

Meeting Called to Order

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Maddy Metzger-Utt following lunch, at 12:04 p.m. on Monday, February 26, 2018 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair Maddy Metzger-Utt
Vice-Chair George Perez, Jr.
Commissioner John Mierke

Commissioner Michele Rastovich
Commissioner Todd Taylor

Commissioners Absent:

None

Also in attendance were:

Staff:

Ashley Lommers-Johnson, Executive Director
Jill Stanton, Deputy Executive and Finance Director
Rick Dorris, Director of Development and Acquisitions
John Forsyth, Director of Housing Operations
Steve Yago, Director of Acquisitions and Asset Management
Wendy Westby, HCV Program Director
Brenda McLeod, Ass't. Director of Procurement & Contracts
Chris Neblett, Hearing Officer/Administrative Coordinator
Katie Ulvestad, Executive Assistant

Guests:

Lorna Corrigan, Attorney
Catherine Holdsworth, President, Broadway Plaza Resident Council
Allison Warren-Barbour, Commissioner Designate
Rebecca Ableman McCrary, City of Everett

Meeting Called to Order

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Maddy Metzger-Utt following lunch, at 12:10 p.m. on Monday, February 26, 2018 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Chair Metzger-Utt welcomed Allison Warren-Barbour, who was recently appointed to complete Lyle Ryan's term as a commissioner of the Housing Authority but was not scheduled to be sworn into office until the next regular meeting.

Approval of Minutes

Chair Metzger-Utt called for approval of the minutes for the Special Meeting of January 29, 2018. Commissioner Perez moved to approve the minutes of this meeting, and Commissioner Taylor seconded the motion. Upon being put to a vote, the motion passed and the minutes of the Special Meeting were approved.

Communications

Broadway Plaza Resident Council President Catherine Holdsworth said the council had resumed a regular coffee social for residents and was planning a March 10 potluck. She said maintenance staff had cleaned out the thrift store space, and the council planned to resume operations at a future date. On behalf of the council, Ms. Holdsworth expressed thanks and appreciation to maintenance staff -- Willie Cardona and Jeff Dearing in particular -- for keeping the building clean and well maintained.

Executive Director's Report

Executive Director Ashley Lommers-Johnson began by updating the Board on the current and long-term prospects for federal funding of HUD-subsidized housing programs. Congress had yet to adopt a Budget for the current fiscal year; instead it had passed a fifth Continuing Resolution, extending funding for HUD programs at existing levels through March 23. Although a final Budget was unlikely to include the President's proposed 18 percent cut to HUD funding, Mr. Lommers-Johnson said a significant proration to the HCV program Admin Fee was expected. This funding reduction, combined with an anticipated 21 percent increase to area Fair Market Rents, had the potential to reduce the number of HCV households the Housing Authority could serve by approximately 100. The Executive Director said that this underscored the need to focus on the agency's five-year strategic plan goal of increasing efficiencies and cost effectiveness in all areas of operation. He said it would be important to identify alternate sources of funding for the Authority's housing programs in the long-term, thereby continuing to maximize the total number of households served. This was particularly critical, as he expected defense spending and entitlement programs would continue to take up a greater portion of the Federal Budget for the foreseeable future.

The second topic covered in the Executive Director's report was an operations update relating to housing management. Metrics covered included occupancy rates, which in the aggregate were just below 99 percent, and average time completing routine and emergency work orders, which were 1.2 days and less than one day, respectively.

Public Comment

None

Consent Agenda

Commissioner Rastovich made a motion to adopt the Consent Agenda, and Commissioner Mierke seconded the motion. The Consent Agenda contained the following items:

1. Section 8 Payments for the Month of December, 2017
2. Summary of Vouchers for the Month of December, 2017

Public Hearing for the Proposed 2018-19 Annual Plan

At 12:28 p.m., Chair Metzger-Utt called for a motion to convene the public hearing on the Housing Authority's proposed Annual Plan effective July 1, 2018. Commissioner Perez moved to convene the hearing, Commissioner Taylor seconded, and the floor was opened for comment on the proposed Plan. No comments were presented, and Hearing Officer/Administrative Coordinator Chris Neblett went over some of the main points of the proposed Plan, including a short presentation of the 2018 Capital Fund budget by Director of Procurement and Contracts Brenda McLeod. He said the finalized version of the Plan would be presented for the Board's approval at the March regular meeting. Chair Metzger-Utt called for a motion to close the hearing. Commissioner Taylor moved to close as stated, Commissioner Perez seconded, and the public hearing on the proposed Annual Plan was declared closed at 12:37 p.m..

Items for Individual Consideration

Motion to Approve Newton-Kight Legal Expenses Over Annual Contracted Amount

Director of Procurement and Contracts McLeod said the Housing Authority's cost for legal services in the first year of its renewed contact with law firm Newton Kight had exceeded the \$50,000 annual cap, by a total of \$28,087.13. Per the terms of the contract, the Board was required to approve any additional expenses over the annual cap.

Commissioner Perez moved to authorize the Executive Director to execute the addendum authorizing payment of an additional \$28,087.13 to Newton-Kight. Commissioner Mierke seconded the motion, which passed unanimously.

Motion to Approve New Provider Policy for Employee Medical Insurance

Deputy Executive Director Jill Stanton said the necessary evaluation process for the renewal of employee medical, dental, and life insurance policies effective March 1 was complete. The initial quote from the current medical insurance provider, Kaiser Permanente, represented a significant cost increase to its existing plan. In response, management put out a request for proposals. This resulted in a lower bid from Kaiser, and a bid from Cigna for a roughly equivalent plan that was one percent lower than Kaiser's existing rates. Ms.

Stanton said employees had been notified of the proposed change to medical providers, and their feedback was generally positive. There was no change to the existing dental and life insurance providers.

Commissioner Rastovich moved to approve the recommended medical insurance group coverage policy through Cigna, effective March 1, 2018. Commissioner Perez seconded the motion, which passed unanimously.

Requesting Approval to Enter an Agreement with Enterprise Fleet Management Services to Replace EHA's Vehicle Fleet

Deputy Executive Director Stanton said the requested action was predicated on the Board's approval of participation in the Region VIII Education Service Center's Interlocal Purchasing Systems (TIPS) Program at the last meeting. After substantial due diligence, Director of Procurement and Contracts McLeod had identified a participating vendor, Enterprise Fleet Management Services, as offering a favorable systematic vehicle replacement and maintenance plan. This entailed a leasing program with the option to purchase or lease new vehicles at the end of five years. This program covered all maintenance costs, except for brakes and tires, and included a gas card plan. As part of the agreement, Enterprise will initially dispose of 11 of the agency's current vehicles and provide 14 new ones to lease, at an up-front cost of \$40,000. Although this approach would initially prove more expensive than the Housing Authority's current plan of replacing unserviceable vehicles and maintaining its own fleet, it was ultimately expected to save on maintenance costs, including requisite staff time. Ms. Stanton said the new vehicles would not be received until after July 1, as the current budget would not absorb these costs.

Commissioner Taylor motioned for approval to enter an agreement with Enterprise Fleet Management Services on the terms as stated. Commissioner Perez seconded the motion, which passed unanimously.

Resolution No. 1448 Revising the Personnel Policy to Provide Certain Temporary Employees with Benefits or Other Compensation

Deputy Executive Director Stanton said the Housing Authority has not traditionally provided benefits to its temporary employees, but management wanted to revise the Personnel Policy to allow for this under the following conditions. Full time temporary staff on the Housing Authority's payroll with an assignment of one year or longer would be eligible for the same benefits as regular full-time employees, while their counterparts with an assigned period of service of less than one year would be eligible for a premium in their hourly rate of pay, which could be used to obtain benefits such as health insurance. This proposed policy change was intended to attract better quality employees to these positions and keep the agency competitive in the process.

Commissioner Mierke moved that the resolution be adopted. Commissioner Perez seconded the motion, which passed unanimously.

Policy Discussion

Executive Director Lommers-Johnson engaged the Board in a discussion on the current status of the Baker Heights disposition and plans for replacement housing with respect to

that site. This included a comparison of development versus acquisition costs, sources of funding for replacement units (including tax credits and proceeds from sale of Baker Heights and the Scattered Sites), and plans to locate some replacement housing on a portion of the Baker Heights property that will not be sold. This redeveloped section of Baker Heights was envisioned as having 75 percent of the units designated for homeless families with children enrolled in Everett Public Schools. Mr. Lommers-Johnson reiterated the Housing Authority's commitment to replacing all units lost as a result of the disposition of its remaining Public Housing, rather than just providing relocation vouchers. At the conclusion of the discussion, the Executive Director said he would like to explore this topic further by making it an agenda item at a one-day retreat with the Board and senior staff, proposed for May.

Executive Session

At 1:43 p.m., Chair Metzger-Utt announced the Board would convene into Executive Session for a duration of approximately 45 minutes, for the purpose of discussing the Executive Director's annual performance review. Commissioner Perez motioned as stated, Commissioner Mierke seconded, and the Board convened into Executive Session.

Reconvene Regular Session

The Board reconvened in public session at 2:28 p.m., with no action taken. Chair Metzger-Utt said the Board had completed the Executive Director's annual performance review, and she highlighted his areas of high performance along with two areas that required some improvement. Mr. Lommers-Johnson thanked the Board for this feedback and pledged his commitment to its recommendations.

Adjournment

There being no further business, Chair Metzger-Utt called for a motion to adjourn. Commissioner Rastovich made such a motion, Commissioner Taylor seconded, and the meeting was adjourned at 2:35 p.m.

ATTEST:



Secretary


Chair, Board of Commissioners