



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

November 24, 2014

Meeting Called to Order

The Annual meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Vice-Chair Michele Rastovich following lunch, at 12:06 p.m. on Monday, November 24, 2014 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Vice-Chair Michele Rastovich
Commissioner Maddy Metzger-Utt
Commissioner John Mierke
Commissioner George Perez, Jr.
Commissioner Todd Taylor

Commissioners Absent:

Chair Lyle Ryan

Also in attendance were:

Staff:

Rick Dorris, Ass't. Ex. Director/Dir. of Development and Acquisitions
Jill Stanton, Finance Director
Gwen Danforth, Human Resources Manager
Steve Yago, Director of Housing Programs
Wendy Westby, Director HCV Program
Erica Koenig, Deputy Director of Housing Programs
Katie Ulvestad, Executive and Development Assistant
Chris Neblett, Hearing Officer/Admin Coordinator

Guests:

Gary Haddenham, President, Broadway Plaza Resident Council
Kathy Wade, Co-President, Broadway Plaza Resident Council
Keith Klaus, Treasurer, Bakerview Resident Council
Katrina Tucker, Asset Mgr., Everett Housing Authority
Paul Erickson, Computer Svcs. Coordinator, Everett Housing Authority

Tim Stelovich, Painter, Everett Housing Authority
Krystyna Simm, Hope Options Lead Case Manager, Everett Housing Authority
David Tieszen, Hope Options Supervisor, Everett Housing Authority

Swearing in of Commissioners

Vice-Chair Michele Rastovich administered the oath of office to Maddy Metzger-Utt and John Mierke, appointing each as a Commissioner for a new five year term, ending October 6, 2019.

Approval of Minutes

Vice-Chair Rastovich called for approval of the minutes for the Regular Meeting held on September 22, 2014. A motion to approve the minutes of this meeting was made by Commissioner Perez and seconded by Commissioner Metzger-Utt. Upon being put to a vote, the motion was passed and the minutes were approved.

Vice-Chair Rastovich next called for approval of the minutes for the Special Meeting held on October 20, 2014. A motion to approve the minutes of this meeting was made by Commissioner Metzger-Utt and seconded by Commissioner Perez. Upon being put to a vote, the motion was passed and the minutes were approved.

Election of Officers

As there was not an available slate of candidates for office, Vice-Chair Rastovich called for nominations for officers for the next year. Commissioner Maddy Metzger-Utt nominated Vice-Chair Rastovich to serve as Chair and Commissioner Todd Taylor to serve as Vice-Chair. Commissioner Perez seconded these nominations. After asking for and receiving no further nominations, Vice-Chair Rastovich called for a motion to approve the slate of candidates. Commissioner Perez made a motion to approve the slate, and Commissioner Perez seconded. Vice-Chair Rastovich then called for a vote on the slate: all present voted in favor of the electing Vice-Chair Rastovich as Chair and Commissioner Taylor as Vice-Chair.

Communications

Resident council treasurer Keith Klaus gave a report on recent activities at Bakerview Apartments. He said that the RAD-related renovations were in progress, and that the council was in the process of organizing Thanksgiving and Christmas dinners for the residents.

Gary Haddenham, president of Broadway Plaza's resident council, began his report by noting that there were still a number of branded tote bags, commemorating the development's 30th anniversary, available for sale, with proceeds to benefit the council fund. He said a Thanksgiving dinner was planned for the residents. He also reported that residents had started a lending library to replace the city's discontinued bookmobile. Co-president Kathy Wade finished up the Broadway Plaza resident council's report by saying a new gift counter for the resident consignment store was recently purchased. She thanked Erica Koenig, who was Broadway Plaza's administrator before becoming deputy director of EHA's housing, for her role in making this happen.

Executive Directors Report

Finance Director Jill Stanton gave this report in place of Executive Director Ashley Lommers-Johnson, who was absent from the meeting. She began by reporting three of four planned acquisitions (Meadows I and II, and Lakewoods II), from Senior Services of Snohomish County had closed the previous Thursday. This purchase resulted in cash out for the Authority, with more anticipated at the point the tax credits come due for re-syndication. Assistant Executive Director Rick Dorris provided further information about these Senior Services acquisitions, totaling four 51-unit developments located in Everett; the final purchase, Meadows III, was scheduled for closing in January 2015. Commissioner Mierke asked how management planned to handle maintenance for these new purchases. Mr. Dorris said it will retain the maintenance crew currently under contract with Coast Management for the time being, while developing a long-term plan for maintenance that will be implemented when the Authority takes over the day-to-day operations of those properties.

Assistant Executive Director Dorris said October 1st marked the closing date for the conversion of three former public housing developments to the Rental Assistance Demonstration (RAD) program. This included tax credit and bond-funded construction renovation activity at each of these properties, with work beginning a couple of weeks later under the direction of Walsh Construction as the general contractor. The scope of the work will involve exterior renovations for all three developments, as well as individual unit renovations for Bakerview Apartments, where 19 resident families have been relocated to date. Mr. Dorris showed some video clips of the renovation work that had taken place thus far, including new heating units, cabinets, countertops, remodeled bathrooms and exterior window replacements renovations at Bakerview, and siding replacement and re-roofing at Grandview. Commissioner Taylor asked what impact the latter has had on the turf replacement that was part of the Department of Ecology's soil remediation project a couple of years ago. Mr. Dorris said there had been some issues, but representatives of Ecology were assessing the situation, and the overall area was generally in good shape. He also recognized the good work relocation staff were doing at managing the unit turns associated with the remodeling.

Executive and Development Assistant Katie Ulvestad announced that a two-day, overnight Board of Commissioners and senior staff retreat at the Inn at Port Ludlow, Washington was scheduled for 9:30 a.m. Wednesday, December 3rd, concluding at 4 p.m. the following day. She distributed directions to the retreat location.

The next item on the agenda was the presentation of Employee of the Year awards. Before these awards were presented, Finance Director Stanton explained the key role organizational health has played as a strategic objective for the agency. She said that three agency-wide organizational health surveys have been administered since Executive Director Lommers-Johnson took over leadership of the agency two years ago. Each successive survey has seen indicators measuring employee satisfaction and engagement progressively increase, despite the accelerated pace of activity and overall changes to the organization.

The following individuals were present to be recognized as Employee of the Year for their respective departments: 1) Resident Services, Krystyna Simm; 2) Finance, Paul Erickson; 3) Housing Management, Katrina Tucker; 4) Maintenance/Facilities, Tim Stelovich (co-recipient). The following individuals were not present to receive their Employee of the Year awards: Theresa Snow, Housing Choice Voucher Program; Maintenance/Facilities, Willie Cardona (co-recipient).

From this pool of department-level recipients, Katrina Tucker was named overall Everett Housing Authority Employee of the Year.

Public Comments

None

Consent Agenda

Commissioner Taylor made a motion to adopt the consent agenda, and Commissioner Perez seconded the motion. The Consent Agenda contained the following items:

1. Section 8 Payments for the Months of September, October 2014
2. Summary of Vouchers for the Months of September, October 2014

Items for Individual Consideration

Resolution No. 1377 Approving Section 125 Cafeteria Plan

Human Resources Manager Gwen Danforth explained that the purpose of this resolution was to keep the employee-paid portion of the agency's health insurance premium tax exempt for the upcoming calendar year.

Commissioner Metzger-Utt moved that the resolution be adopted. Commissioner Mierke seconded the motion, which passed unanimously.

Resolution No. 1378 Revising Public Housing Admissions and Occupancy Policy to Comply with HUD's Equal Access Rule

Hearing Officer/Administrative Coordinator Chris Neblett said this resolution was in response to a HUD notice from August 2014, requiring PHAs to update their housing program policies to comply with the Equal Access rule, which prohibited discrimination against housing program applicants on the basis of sexual orientation, gender identity, or marital status. The resolution added new wording to the eligibility section of Public Housing policy, in order to comply with this HUD requirement.

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

Resolution No. 1379 Revising Section 8 Administrative Plan to Comply with HUD's Equal Access Rule

Mr. Neblett said this resolution added language to the Section 8 Administrative Plan, applying HUD's Equal Access rule to eligibility policy for the HCV program.

Commissioner Metzger-Utt moved that the resolution be adopted. Commissioner Taylor seconded the motion, which passed unanimously.

Resolution No. 1380 Authorizing the Executive Director to Submit an Application to the Department of Housing and Urban Development to Convert Everett Housing Authority's Scattered Sites Public Housing Assistance to Project-Based Voucher Assistance Under the Rental Assistance Demonstration Program

Finance Director Stanton said this resolution was the first step towards converting the Public Housing scattered sites to the RAD program. Rather than obtaining a tax credit equity partner to finance the renovation of these 44 units, management planned to transfer the RAD Project-based subsidy to other units, distributed across three separate developments owned by the Authority or a partnering agency. The scattered sites will then be sold, with the exception of those with the largest bedroom sizes. Current residents of those sites will be provided with a tenant-based voucher to relocate, or in the event they choose not to, will be assisted in place with a tenant based voucher.

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

Motion to Approve Creation of an Accounting Clerk

Finance Director Stanton said the increased workload within her department, due in large part to the RAD conversions and recent property acquisitions, had created the need for an additional accounting clerk. The recent illness-related absence of an employee stressed that additional help was needed sooner rather than later, and although the current fiscal year's budget did not fund this new position, Ms. Stanton said there were adequate reserves to cover it until the next budget cycle.

Commissioner Perez moved to approve the creation of an additional Accounting Clerk position, a level 11 AFSCME employee with a salary range of \$2,989 to \$3,535 per month, during the current fiscal year. Commissioner Mierke seconded the motion, which passed unanimously.

Policy Discussion

Review of First Quarter Financial Statements

Finance Director Stanton reviewed financial statements for each of the Authority's programs for the first quarter of the fiscal year that began July 1st. She noted that these statements could be misleading, as they did not account for some annual

expenses and revenues that would appear on statements for subsequent quarters. For example, the Central Office Cost Center showed a loss, due to management fees that were not yet eligible to be collected and larger expenses that may be reallocated to another program over the course of the year. Reserves that HUD did not reclaim following the conversion of Bakerview, Grandview, and Pineview from Public Housing to the RAD program were moved into the RAD program's operating reserve fund. Almost all programs met their budget targets for the quarter.

Adjournment

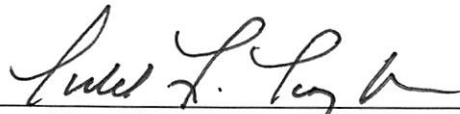
Executive Director Dorris announced that an upcoming Special meeting, the Board of Commissioners and senior staff retreat, was scheduled for December 3rd and 4th, at the Inn at Port Ludlow, Washington. The next Regular meeting was scheduled for Monday, January 26th.

There being no further business, Vice-Chair Rastovich adjourned the meeting at 12:58 p.m.

ATTEST:



Secretary



Vice-Chair, Board of Commissioners