



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

March 9, 2020

Meeting Called to Order

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Allison Warren-Barbour at 9:01 a.m. on Monday, March 9, 2020. This meeting was conducted via a conference call originating from the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair Allison Warren-Barbour
Vice-Chair George Perez, Jr.
Commissioner Benjamin Young
Commissioner Chip Burgess

Commissioners Absent:

Commissioner Koren Smith
Commissioner Tammy Williamson

Also in attendance were:

Staff:

John Forsyth, Assistant Executive Director
Wendy Abbey, Director of Finance
Tony Nabors, Director of Diversity, Equity, Inclusion
Paula Kennedy, Human Resources Manager
Chris Neblett, Hearing Officer/Administrative Coordinator

Item for Individual Consideration

Resolution No. 1486 Regarding Potential Emergency Measures and Contingency Plans in Response to Novel Coronavirus 2019

Chair Warren-Barbour introduced this measure as one meant to protect the health and welfare of the Housing Authority's employees and the people it serves in the face of the threat posed by the coronavirus. Commissioner Perez moved to adopt this resolution, Commissioner Burgess seconded, and the motion passed unanimously.

After the resolution was adopted, Assistant Executive Director Forsyth informed the Board he would be following the CDC and County Health District’s guidance when determining any emergency measures that need to be enacted to protect the Housing Authority’s staff and clients. He said any such measures may need to be implemented quickly, given the speed with which the situation was evolving. Mr. Forsyth was planning to meet with representatives from both unions to discuss potential issues: i.e., employees at higher risk from the virus or those affected by lack of daycare of school closures will be given priority to work remotely, the best way to ensure the safety of maintenance workers, etc. He said the senior management team has been meeting regularly to discuss the bellwether that will determine when offices need to be closed, and preparations that need to be made in order to equip staff to work remotely on short notice.

Assistant Executive Director Forsyth said the Executive Director – who is currently outside of the country – has encouraged him to communicate with other housing authorities to learn what those agencies are doing in response to the coronavirus. He noted that the Housing Authority is also seeking to remain focused on equity issues, given the disproportionate impact this disease will have on marginalized individuals and communities in the event of widespread shutdowns of businesses and services. Mr. Forsyth said the Housing Authority’s service coordinators are making contingency plans to help ensure the welfare of our residents, using phone check ins and other tools, if the Housing Authority is forced to close its offices.

Adjournment

There being no further business, Chair Warren-Barbour adjourned the meeting at 9:15 a.m.


Allison Warren-Barbour (Mar 25, 2020)

Chair, Board of Commissioners

ATTEST:



Secretary