



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

**December 14, 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 12:02 p.m. on Monday, December 14, 2020. This meeting was held via Zoom videoconference as an emergency measure to prevent the spread of the COVID coronavirus.

**Commissioners Present at Roll Call:**

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

Commissioner Koren Smith  
Commissioner Chip Burgess

*Note: Commissioner Tammy Williamson attended the meeting via telephone but was unable to participate due to technical difficulties.*

**Also in attendance were:**

**Staff:**

Ashley Lommers-Johnson, Executive Director  
John Forsyth, Director of Housing Operations  
Jason Morrow, Director of Development  
Wendy Blain, Director of Finance  
Linda Manning, Director of Human Resources and Administration  
Wendy Westby, HCV Program Director  
Tony Nabors, Director of Diversity, Equity, and Inclusion  
Kristen Cane, Temporary Real Estate Advisor to the Executive Director  
Janinna Attick, Senior Policy Analyst  
Brenda McLeod, Asst. Dir. of Procurement and Contracts  
Chris Neblett, Hearing Officer/Administrative Coordinator  
Jaysen Garcia, Executive Assistant

## **Approval of Minutes**

Chair Warren-Barbour called for a motion to approve the minutes of the Annual Meeting held on November 9, 2020. Commissioner Smith moved to approve the meeting minutes, Commissioner Perez seconded, and the motion carried unanimously.

## **Consent Agenda**

Chair Warren-Barbour called for a motion to approve the Consent Agenda, which consisted of the following items:

1. Section 8 Payments for the Month of August 2020
2. Summary of Vouchers for the Month of August 2020

Commissioner Smith moved to approve the Consent Agenda, Commissioner Perez seconded, and the motion carried unanimously.

## **Public Hearing on the Moving to Work Demonstration Program (MTW) Draft Application and Plan**

At 12:06 p.m. Chair Warren-Barbour called for a motion to convene a public hearing on Everett Housing Authority's MTW Demonstration Program Draft Application and Plan. Commissioner Burgess moved to convene the hearing, Commissioner Young seconded, and the motion carried unanimously. In addition to the Commissioners and Housing Authority staff, the following persons were in attendance:

### Members of the Public

Bobby Thompson, Housing Hope  
Crystal Simpson, Housing Hope  
Becky Ableman McCrary, City of Everett  
Liz Vogeli, Everett City Council  
Kim Toskey, Homes and Hope Community Land Trust  
Michelle Barnes, Homage Senior Services  
Robin Hood, Snohomish County  
Nicole McMurray, Snohomish County  
Susan Chriest, Snohomish County  
Duane Leonard, Housing Authority of Snohomish County  
Jodie Halsne, Housing Authority of Snohomish County  
Jim Dean, Interfaith Association of Northwest Washington  
Scott Starr, SMR Architects

### EHA Residents/Participants

Amelia Wilson (HCV Program Participant)  
Anthony Viands (Douglas Grove PBV Resident)  
Stacy Smith (Grandview RAD PBV Resident)  
Kellie Fletcher (Grandview RAD PBV Resident)

Chair Warren-Barbour opened the floor to comment on the MTW Demonstration Program Draft Application and Plan. City of Everett representative Becky Ableman McCrary conveyed the support of the mayor and the city regarding the Housing Authority's MTW application.

She went on to say that the community as a whole will benefit if the Housing Authority is admitted to the MTW Demonstration Program, as it will deploy resources that will increase self-sufficiency among households. She said the mayor will provide a letter of support to include with the Housing Authority's MTW application.

The Housing Authority of Snohomish County's (HASCO) Executive Director Duane Leonard said HASCO supported the Housing Authority's MTW application, and he indicated that he will provide a letter of endorsement following today's hearing.

Homes and Hope Community Land Trust CEO Kim Toskey noted that one of her Board's directors, Tony Nabors (the Housing Authority's DEI Director), was present at today's hearing. She said her organization supported the Housing Authority's proposal to become an MTW agency, and its application was successful, she looked forward to partnering with the Housing Authority's clients in their pursuit of self-sufficiency. Ms. Toskey said she will provide a letter of support.

Housing Hope's Housing Director Bobby Thompson said he and Director of Property Management Crystal Simpson, who was also at today's hearing, supported the Housing Authority's MTW application and planned to provide a letter of endorsement. Mr. Thompson said the MTW Demonstration Program served as a platform that could greatly enhance the development of affordable housing, an objective shared by both Housing Hope and the wider community.

Homage Senior Services representative Michelle Barnes said her agency, which provides services to aging and disabled populations, supported the Housing Authority's application for the MTW Demonstration Program and will provide a letter of endorsement. She noted that seniors and others within the community face the prospect of homelessness due to the high cost of housing, and her organization supported any opportunity to expand the supply of safe and affordable housing.

Grandview RAD PBV resident Kellie Fletcher expressed her thanks for the invitation to become part of the Housing Authority's MTW Resident Advisory Group. She believed her work experience would be helpful to that group's efforts.

There were no further public comments. Executive Director Lommers-Johnson expressed appreciation for everyone attending today's public hearing, especially residents and program participants who stayed over from a previous meeting to discuss the formation of an MTW resident advisory group. He said guidance from this resident group and community partners will be essential if the Housing Authority is admitted to the MTW Demonstration Program. He then turned the floor over to Senior Policy Analyst Janinna Attick to provide more background on the MTW Application and Plan.

Senior Policy Analyst Attick began her presentation by discussing the Housing Authority's MTW engagement efforts to date. Outreach to staff has included a town hall meeting, smaller staff forums to gather feedback on how MTW may impact agency operations, and an ongoing staff planning group to assist in the development of the MTW application and related planning efforts. Outreach to residents and program participants has included three meetings held at different times of the day over the past couple of months and a segment at a recent Resident Advisory Board meeting. Similar meetings with Russian and Arabic speaking residents and program participants were planned for later in the week, using

interpreters to gain those clients' perspective. A survey was also e-mailed to all residents, to gather feedback on various aspects of MTW, including its potential to expand supportive services. As mentioned previously, a recruitment effort was underway for an MTW Resident Advisory Group; this will involve residents and program participants in the development of policy if the Housing Authority is admitted to the MTW Demonstration Program. Community outreach efforts have included communications with partnering agencies, information on the agency website, and today's hearing. The Housing Authority was also in the process of recruiting an MTW Community Advisory Group composed of stakeholder partners, to advise on policy matters if the Housing Authority is admitted to the MTW Demonstration Program.

Senior Policy Analyst Attick went on to discuss the MTW outreach methods that have been utilized during this time of remote work due to COVID. These have included mass e-mails to residents and program participants through the Yardi software system, information about MTW meetings in staff email signatures, direct outreach by staff in their day to day interactions with clients, flyers at Housing Authority properties, information on the agency website, and follow-up with meeting attendees. Plans for ongoing engagement will include meetings of the MTW Resident Advisory and Community Advisory groups, further outreach to community groups, landlord and resident/participant surveys, and future resident and participant meetings, including households with Limited English Proficiency.

Senior Policy Analyst Attick concluded with a timeline, starting with the MTW application deadline of January 8, 2021. HUD was expected to select the new MTW agencies in Spring 2021, and if the Housing Authority is admitted to the demonstration program, efforts to develop an MTW Plan encompassing new policies and programs, as well as negotiations with HUD regarding a contract of participation, were expected to take up the remainder of 2021. The Housing Authority would then implement the MTW Plan over the course of 2022. As the term of the MTW contract was 20 years, the Housing Authority will have ample time to refine its MTW policies and programs as needed.

Chair Warren-Barbour opened the floor to questions or further comments on the MTW Demonstration Program Draft Application and Plan. None were received, and she called for a motion to close public hearing. Commissioner Perez moved to close the public hearing, Commissioner Smith seconded, and the hearing closed at 12:24 p.m.

### **Executive Director's Report**

Executive Director Lommers-Johnson began his report with an update on the Federal Budget impasse and its likely impact on HUD funding. The most recent Continuing Resolution adopted since Congress failed to adopt an Appropriations Budget by the October 1 deadline was set to expire on December 18; however, it was likely that the Federal government would continue to be funded through one or more Continuing Resolutions until after the inauguration of President-Elect Biden, in order to avoid a shutdown. The current Administration's proposed HUD budget of \$47.5 billion represented a \$9 billion cut from what was appropriated in 2020, but this was offset by the Senate's proposed HUD budget of \$59.5 billion and a \$61.5 billion HUD budget proposal by the House. Taking this into account, it was likely that HUD's 2021 appropriation would exceed that of the current year. The Executive Director said this was good news for the Housing Authority, especially in a year marked by disruptions resulting from the COVID pandemic and political upheaval.

The Executive Director revisited a topic he discussed at the last Board of Commissioners meeting, the status of the planned sale of at least 10 acres of the Baker Heights property to Washington State University. At the last meeting he reported that WSU had decided not to follow through with this acquisition, but he wanted to clarify and correct the record to reflect that a formal decision was still pending. The Executive Director said he has requested written confirmation of WSU's decision before the end of this month.

**Items for Individual Consideration**

***Resolution No. 1501 Approving Amendments to the HUD Section 18 Disposition Approval for Baker Heights***

Temporary Real Estate Advisor to the Executive Director Kristen Cane introduced this resolution by first reviewing the original principal terms of HUD's Section 18 disposition approval letter for Baker Heights, dated June 2017. She said it has become necessary to obtain HUD's approval on several amendments to this agreement, primarily to reflect a reduction in the total acreage that will be redeveloped by an affiliate, Everett Housing Legacy LLLP (from 3.61 to 2.45 acres), while also increasing the amount of housing that will be constructed on this redeveloped portion of Baker Heights, from 60 to up to 105 tax credit units. Less substantive amendments to the Section 18 agreement included minor corrections to the site's total acreage and the total number of units currently on the site. Ms. Cane said this resolution granted the Executive Director authorization to seek HUD's approval for the requested changes to the terms of the Section 18 disposition approval letter for Baker Heights.

Commissioner Young moved to adopt the resolution, Commissioner Perez seconded, and the motion passed unanimously.

**Adjournment**

Chair Warren-Barbour reminded commissioners serving on the Board of Everett Housing Services that the annual meeting of this affiliate would take place immediately after the current meeting was adjourned. She also polled the commissioners for their availability for an upcoming special meeting to adopt the MTW Application and Plan, and all agreed to a meeting date of noon on Monday, January 4, 2021. There being no further business, Chair Warren-Barbour called for a motion to adjourn. Commissioner Perez motioned as requested, Commissioner Smith seconded, and the motion passed unanimously, ending the meeting at 12:39 p.m.



Allison Warren-Barbour (Jan 4, 2021 23:06 PST)

Chair, Board of Commissioners

ATTEST:



Secretary

# Special Board Mtg Minutes 20201214

Final Audit Report

2021-01-05

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