



Service  
Integrity  
Respect  
Community  
Leadership  
Wisdom  
Creativity

## Regular Meeting of the Board of Commissioners

**Date: Monday, February 5, 2024**

**Time: Noon**

**Location: Hybrid Meeting; EHA Administrative Office, 3107 Colby Ave or Zoom**

*Meeting attendees will have the option to participate in person or via Zoom videoconference. Members of the public who wish to attend in person should contact Chris Neblett via email ([chrisn@evha.org](mailto:chrisn@evha.org)) or telephone (425) 303-1186 no later than 11:00 AM on the day of the meeting, as the Housing Authority office is currently open by appointment only.*

*Please use the following information to access the meeting via Zoom videoconference:*

To login using your computer's audio, please click on this link:

<https://us02web.zoom.us/j/673982739?pwd=WDVWK2FFVXNZOVRwaVJkbkszNUcxdz09>

OR

If you prefer to call into the meeting, please dial: (253) 215-8782. Then use meeting code **673-982-739** and password *514202*. There are no participant IDs so please press # to enter the meeting.

**-NOTE: Due to the high volume of remote work/meetings, there could be a chance that the phone number is busy. Please be patient and call again after a few seconds.**

Since many people will be on this remote meeting, we'd like everyone to follow two guidelines:

1. Put your phone or microphone on mute if you are not talking.
2. When you speak, please introduce yourself every time.

### **Roll Call**

### **Public Comment**

## **Communications**

1. Reports from Resident Councils **None**  
Broadway Plaza Apartments
2. Other Communications

**Page No.**

## **Executive Director's Report (Senior Staff Updates)**

### **Approval of Minutes**

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### **Consent Agenda -- None**

### **Items for Individual Consideration -- None**

### **Policy Discussion**

Developing Processes to Enhance Communication between Senior Staff and Board of Commissioners

### **Adjournment**

Everett Housing Authority does not discriminate on the basis of disability in the administration of, or access to, its programs or activities. Requests for assistance or accommodations can be arranged by contacting Chris Neblett at (425) 303-1186, or [chrisn@evha.org](mailto:chrisn@evha.org).



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

**November 13, 2023**

**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 Chair Chip Burgess at 12:01 p.m. on Monday, November 13, 2023. This meeting was held as a hybrid meeting with Chair Burgess and several other meeting participants attending via Zoom videoconference. The remaining commissioners and other meeting participants attended in person at the Colby Administrative office at 3107 Colby Avenue in Everett.

**Commissioners Present at Roll Call:**

Chair Chip Burgess	Commissioner John Traynor
Vice-Chair Koren Smith	
Commissioner George Perez, Jr.	
Commissioner Cynthia Andrews	

**Commissioners Absent:**

Commissioner Paul Manselle

**Also in attendance were:**

**Staff:**

Major S. Galloway, III, Executive Director  
Wendy Blain, Sr. Director of Finance & Chief Financial Officer  
Jason Morrow, Chief Real Estate Officer  
Linda Hoston, Director of Human Resources & Administration  
Kristen Cane, Director of Asset Mgmt. & Housing Choice Vouchers  
Cal Cuellar, Interim Director of Housing Management  
Janinna Attick, Director of Policy & Innovation  
Kimberly Wilson, Deputy Director of Finance  
Heather Stults, Strategic Engagement Manager  
Jaysen Garcia, Executive Assistant/Communications Coordinator  
Chris Neblett, Administrative Supervisor

**Others:**

Representatives from Carpenters and Laborers Unions  
Frank Hong, Mayor's Office Representative  
Liz Vogeli, City Councilmember

### **Election of Officers**

Chair Burgess called for nominations to serve as Board Chair over the next year, pursuant to Article II, Section II of the Housing Authority's bylaws. Commissioner Perez nominated Commissioner Andrews, who declined but said she would be willing to serve as Vice-Chair if Commissioner Smith accepted the nomination for the office of Chair. Commissioners voted unanimously to approve the slate of nominees as presented, electing Commissioner Koren Smith as Chair and Commissioner Cynthia Andrews as Vice-Chair.

### **Communications**

No resident council reports were provided.

Chair Burgess reviewed the Board's standing committees as currently staffed -- Finance and Real Estate Committee: Commissioners Burgess and Smith; Personnel Policy Committee: Commissioners Burgess and Perez; Housing Policy Committee: Commissioners Perez, Traynor, and Manselle. Chair Burgess asked Administrative Supervisor Chris Neblett to provide more information about the purpose of each committee and frequency of committee meetings, then called for a motion to amend the meeting agenda to include appointment of commissioners to standing committees. Commissioner Traynor motioned as requested, Commissioner Smith seconded, and all voted in favor of amending the agenda to include this action.

After further discussion, the commissioners agreed unanimously to retain the current staffing of the Finance and Real Estate and Housing Policy Committees and add Commissioner Andrews as a member of the Personnel Policy Committee.

### **Public Comment**

Executive Director Galloway discussed his memo included in the meeting agenda packet, written in response to concerns expressed by members of local labor and carpenters' unions about construction contracts related to the redevelopment of the Park District. Mr. Galloway said he had met with representatives of these unions twice to discuss their concerns in the time leading up to this meeting. He stated the Housing Authority was obligated to honor its contracts for the current phase of the Park District redevelopment, as these were deemed to be in compliance with all applicable laws and regulations regarding hiring practices and wages, but he also hoped to continue the dialogue with the unions going forward.

Carpenters' union representative Luis Aroche, agent for Laborers Local 292 Ethan Pfahl, John Collins with the District Council of Laborers, and Velencia Velasco with the carpenters' union provided comment to the commissioners in turn. Their comments stressed the importance of hiring workers from within the community and the value of apprenticeship programs, especially the opportunities and benefits offered by such programs to marginalized groups, including the formerly incarcerated. Each commenter expressed the hope that the Housing Authority and unions could continue their partnership, to ensure apprenticeships remained open to men and women in the community. Mr. Velasco thanked Executive Director Galloway for his commitment to ensuring the Housing Authority did not allow companies it contracted with on construction projects to engage in wage theft.

### **Executive Directors Report**

Executive Director Galloway began his report by thanking the Board for its leadership and recognizing Housing Authority staff for their efforts at advancing the agency's strategic goals

over the past year. He also expressed personal thanks and appreciation for the diligent service of Interim Executive Director John Forsyth in the time leading up to his own appointment as the Housing Authority's executive director, and for Mr. Forsyth's support during this time of transition in leadership. Executive Director Galloway said he would continue pursuing the Housing Authority's current strategic goals and priorities, and he looked forward to continuing to meet and work with the city's leadership, community partners, and stakeholders to that end.

Executive Director Galloway said he recently promoted Director of Development Jason Morrow to the position of Chief Real Estate Officer, which would give Mr. Morrow oversight over not only development activities, but also property management, asset management, housing management, and resident services. He also announced the promotion of Cal Cuellar to the position of Interim Director of Housing Management. Mr. Galloway continued his report by discussing activities he planned to pursue in conjunction with the Housing Authority's strategic goals, including a youth mentorship and vocational program he wanted to see rolled out starting in May. In closing, Mr. Galloway said he believed the Housing Authority's vision and priorities were clear, but he was also looking forward to making some fine-tuned adjustments to ensure staff were working with maximum effectiveness. He looked forward to keeping the Board informed as progress continued with meeting the agency's strategic goals.

### **Approval of Minutes**

Chair Burgess called for a motion to approve the minutes of the regular meeting held on August 28, 2023, with the following correction: the title of Wendy Blain should be changed to read "Senior Director of Finance and Chief Financial Officer" in the section on page six entitled "Approving Financial Statements for Period Ending March 21, 2023." Commissioner Perez moved to approve the minutes with the correction as stated, Commissioner Andrews seconded, and the motion passed unanimously.

Chair Burgess called for a motion to approve the minutes of the special meeting held on September 15, 2023. Commissioner Smith moved for approval of the minutes, Commissioner Traynor seconded, and the motion passed unanimously.

Chair Burgess called for a motion to approve the minutes of the special meeting held on October 13, 2023. Commissioner Andrews moved for approval of the minutes, Commissioner Traynor seconded, and the motion passed unanimously.

### **Consent Agenda**

Chair Burgess called for a motion to approve the Consent Agenda, containing the following items:

1. Approval of Section 8 Payments for the Months of August, September 2023
2. Approval of Summary of Vouchers for the Months of August, September 2023
3. Acceptance of Executive Director's Report on Write-offs of Tenant Accounts Receivable

Commissioner Perez moved for approval of the Consent Agenda, Commissioner Andrews seconded, and the motion passed unanimously.

### **Items for Individual Consideration**

#### ***Resolution No. 1585 Approving Section 125 Cafeteria Plan for 2024***

Senior Director of Finance and Chief Financial Officer Wendy Blain said this resolution was one that needed to be adopted annually, per IRS regulations. It authorized employee contributions to benefit plans to be paid out of pre-tax dollars over the coming calendar year.

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

### **Approve Financial Statements for Quarters Ending June 30 and September 30, 2023**

Senior Director of Finance and Chief Financial Officer Wendy Blain said the Board's Finance Committee had reviewed these financial statements in detail at a meeting with her the previous week. She then proceeded to review the financial statements for the periods stated, which included programs and properties with a fiscal year end of June 30, as well as properties under a tax credit partnership with a fiscal year end of December 31. Following Director Blain's presentation Chair Burgess called for a motion to approve financial statements for the quarters ending June 30 and September 30, 2023. Commissioner Smith motioned as requested, Commissioner Perez seconded, and the motion passed unanimously.

### **Executive Session**

At 1:13 p.m. Chair Burgess stated the next regular meeting was scheduled for February 24, 2024. He then announced the Board would convene in executive session until 1:43 p.m., to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). Executive Director Galloway attended the executive session.

### **Reconvene Public Session**

At 1:43 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Burgess announced the executive session would be extended until 2:08 p.m. The executive director did not attend the extended executive session.

### **Reconvene Executive Session**

At 1:43 p.m. the Board reconvened in executive session.

### **Reconvene Public Session/Adjournment**

At 2:08 p.m. the Board reconvened in public session, having taken no action in executive session. There being no further business to discuss, the Board agreed unanimously to adjourn at 2:08 p.m.

*Koren Smith*

Koren Smith (Feb 7, 2024 06:38 PST)

Chair, Board of Commissioners

ATTEST:

*Koren Smith*

Koren Smith (Feb 7, 2024 06:38 PST)

Secretary



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

**November 28, 2023**

**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 Koren Smith at 4:17 p.m. on Tuesday, November 28, 2023. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

**Commissioners Present at Roll Call:**

Chair Koren Smith

Commissioner Chip Burgess

Commissioner George Perez, Jr

Commissioner John Traynor

Commissioner Paul Manselle

**Commissioners Absent:**

Vice-Chair Cynthia Andrews was absent at roll call but joined the meeting at 4:32 p.m.

**Also in attendance were:**

Major S. Galloway, III, Executive Director

Chris Neblett, Administrative Supervisor

**Discuss Availability for Commissioner Training**

Commissioners discussed scheduling options for a virtual training course, "Commissioner Roles and Responsibilities," offered by the Housing and Development Law Institute, and agreed on two sessions later in the afternoon of January 29 and January 31.

**Executive Session**

At 4:26 p.m., Chair Smith announced the Board would convene in executive session to discuss the performance of a public employee, pursuant to RCW 42.30.110(1)(g) and reconvene in public session at 5:26 p.m.

**Reconvene Public Session**

At 5:26 p.m. the Board reconvened in public session, having taken no action in executive session. Commissioner Burgess moved to authorize the Board Chair to work with legal counsel to engage for EHA an independent investigator regarding ongoing personnel issues. Commissioner Manselle seconded, and the motion passed unanimously.

Executive Director Galloway informed the Board of some upcoming development projects.

**Adjournment**

There being no further business, the Board agreed unanimously to adjourn at 5:31 p.m.

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

Chair, Board of Commissioners

ATTEST:

Koren Smith

Secretary





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

**December 11, 2023**

**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 Koren Smith at 4:26 p.m. on Monday, December 11, 2023. This meeting was held at the Colby Administrative office at 3107 Colby Avenue in Everett. The meeting was called to order later than advertised due to a misunderstanding of the start time communicated to the Executive Director.

**Commissioners Present at Roll Call:**

Chair Koren Smith

Vice-Chair Cynthia Andrews

Commissioner Chip Burgess

Commissioner George Perez, Jr.

Commissioner John Traynor

**Commissioners Absent:**

Commissioner Paul Manselle

**Also in attendance were:**

Major Galloway, III, Executive Director

Linda Hoston, Director of Human Resources and Administration

Kimberly Wilson, Deputy Director of Finance

**Meeting with the Executive Director**

Executive Director Major Galloway advised the Board he was working on an interim staffing plan to cover essential functions while key senior staff were out sick, and he would use the services of a temporary staffing firm to fill these positions. The executive director briefed the Board on some time sensitive tasks, which he had intended to discuss with senior staff at a working retreat they did not attend. He discussed the impact the absence of key senior staff will have on critical agency functions and some potential solutions. He then took questions from the Board regarding his staffing plan and other challenges facing the agency resulting from the current staffing deficit.

**Executive Session**

At 5:01 p.m. Chair Smith announced the Board would convene in executive session until 5:11 p.m., to discuss complaints or charges brought against a public officer or employee, pursuant to RCW 42.30.110(1)(f), and to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

### **Reconvene Public Session**

At 5:11 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith announced the executive session would be extended and the Board would reconvene in public session at 5:16 p.m.

### **Reconvene Executive Session**

At 5:11 p.m. the Board reconvened in executive session.

### **Reconvene Public Session**

At 5:16 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith announced the Board would hold a listening session with senior staff at 5:30 p.m., with another executive session to follow. The Board then took a short recess.

### **Listening Session with Senior Staff**

At 5:30 p.m. the Board's listening session with senior staff commenced. The following staff joined the Board meeting for the listening session, and Director of Human Resources and Administration Linda Hoston remained in the meeting during the listening session.

Travis Arrington, Deputy Director of Operations and Maintenance  
Shannon Atkins, Aging and Disability Services Program Manager  
Janinna Attick, Director of Policy and Innovation  
Linda Baines, Deputy Director of Housing Management  
Wendy Blain, Chief Financial Officer  
Kristen Cane, Senior Director of Asset Management and Housing Choice Vouchers  
Cal Cuellar, Interim Director of Housing Management  
Jaysen Garcia, Executive Assistant and Communications Coordinator  
Donelle Kienholz, Family Services Program Manager  
Jason Morrow, Chief Real Estate Officer  
Wendy Westby, Deputy Director of Housing Choice Vouchers

Chair Smith went over protocol for the listening session – i.e., each staff member would have five minutes to speak – and invited Chief Real Estate Officer Jason Morrow to speak first. Each person present introduced themselves, and then Shannon Atkins, Aging and Disability Services Program Manager, read a statement to the Board about ongoing staff concerns on behalf of the staff present, in lieu of individual statements. A copy of the statement was provided to Commissioners after the statement was given. At 5:38 p.m. Chair Smith closed the listening session and the staff listed above departed.

### **Listening Session with Executive Director**

At 5:43 p.m. the Board's listening session with Executive Director Galloway commenced. Chair Smith went over protocol for the listening session and Mr. Galloway shared his perspective and comments. At 5:49 p.m. Chair Smith closed the listening session.

### **Executive Session**

At 5:50 p.m. Chair Smith announced the Board would convene in executive session until 6:20 p.m., to discuss complaints or charges brought against a public officer or employee, pursuant to RCW 42.30.110(1)(f), and to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

**Reconvene Public Session**

At 6:20 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith announced the executive session would be extended and the Board would reconvene in public session at 6:45 p.m.

**Reconvene Executive Session**

At 6:20 p.m. the Board reconvened in executive session.

**Reconvene Public Session**

At 6:45 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith requested Executive Director Galloway to provide the Board with a formal staffing plan on paper, to include the cost of implementation, and the duration of this plan. Further discussion followed between the Board and the executive director regarding the details of Chair Smith's directive.

**Adjournment**

There being no further business, commissioners unanimously agreed to adjourn at 7:04 p.m.

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

Chair, Board of Commissioners

ATTEST:  
Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

Secretary



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

**December 15, 2023**

**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 Koren Smith at 8:07 a.m. on Friday, December 15, 2023. This meeting was held as a hybrid meeting with participants attending at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

**Commissioners Present at Roll Call:**

Chair Koren Smith

Vice-Chair Cynthia Andrews

Commissioner Chip Burgess

Commissioner George Perez, Jr.

Commissioner John Traynor

Commissioner Paul Manselle

**Commissioners Absent:**

None

**Also in attendance were:**

Major Galloway, III, Executive Director

Members of EHA Senior Staff

Chris Neblett, Administrative Supervisor

**Executive Director's Presentation in Public Session**

Executive Director Major Galloway advised the Board of his temporary staffing plan, created to ensure operations continued over the course of an investigation into complaints presented by the senior staff. This interim staffing plan involved elevating deputies and other personnel into positions left vacant by senior staff who were currently absent on sick leave. He said this would incur marginal costs while the investigation was being completed over the next one to two months. In conjunction with this effort, the Executive Director said his focus would be on filling other vacant positions key to agency operations.

Executive Director Galloway said contingency plans would also need to be developed with the management staff who were still at work, to ensure items such as the PHA Annual Plan and MTW Supplement were completed by the required deadline, as senior staff did not attend a strategic planning retreat he had scheduled for earlier in the week. He went on to note that he would work with the deputy director of finance and her team to ensure the budget for the upcoming fiscal year was developed on schedule. In response to Commissioner Burgess, the Executive Director said he had already met with the HR Director

and management staff who will be filling in for the time being to discuss the interim staffing plan. In response to Vice-Chair Andrews, the Executive Director said HR would be providing letters of agreement with the management staff that will be filling in for senior staff, defining the core duties they will be fulfilling during this interim period at a rate of 10 percent of base pay as compensation.

### **Executive Session**

At 8:18 a.m. Chair Smith announced the Board would convene in executive session until 8:40 a.m., to discuss complaints or charges brought against a public officer or employee, pursuant to RCW 42.30.110(1)(f). Executive Director Galloway attended the executive session.

### **Reconvene Public Session**

At 8:40 a.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith announced the executive session would be extended until 9:10 a.m. Due to technical difficulties, the Board was delayed in resuming the executive session until 8:50 a.m., at which time Chair Smith announced the Board would reconvene in public session at 9:20 a.m.

### **Reconvene Executive Session**

At 8:51 a.m. the Board reconvened in executive session to continue the discussion of complaints or charges brought against a public officer or employee. Executive Director Galloway did not attend the reconvened executive session.

### **Reconvene Public Session**

At 9:20 a.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith announced the executive session would be extended until 9:36 a.m.

### **Reconvene Executive Session**


At 9:20 a.m. the Board reconvened in executive session to continue the discussion of complaints or charges brought against a public officer or employee.

### **Reconvene Public Session**

At 9:36 a.m. the Board reconvened in public session, having taken no action in executive session, and Chair Smith said the Board had reviewed Executive Director Galloway's staffing plan and determined it did not require the Board's formal approval. Chair Smith said the Board would continue to work with legal counsel regarding the ongoing investigation.

### **Adjournment**

There being no further business, Chair Smith called for a motion to adjourn the meeting. Commissioner Andrews moved as requested, Commissioner Perez seconded, and the meeting adjourned at 9:38 a.m.

  
Koren Smith (Feb 7, 2024 06:38 PST)

Chair, Board of Commissioners

ATTEST:

  
Koren Smith (Feb 7, 2024 06:38 PST)

Secretary



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

**December 28, 2023**

**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 Koren Smith at 8:01 a.m. on Thursday, December 28, 2023. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

**Commissioners Present at Roll Call:**

Chair Koren Smith  
Vice-Chair Cynthia Andrews  
Commissioner Chip Burgess

Commissioner George Perez, Jr  
Commissioner John Traynor  
Commissioner Paul Manselle

**Commissioners Absent:**

None

**Also in attendance were:**

EHA Legal Counsel Stephen DiJulio  
Members of EHA Senior Staff  
Network Administrator Roger Cook

**Executive Session**

At 8:02 a.m., Chair Smith announced the Board would convene in executive session [with legal counsel DiJulio] to discuss potential litigation, pursuant to RCW 42.30.110(1)(i); evaluate complaints or charges brought against a public officer or employee, pursuant to RCW 42.23.110(1)(f); and review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). She stated the Board would reconvene in public session at 8:57 a.m.

**Reconvene Public Session**

At 8:58 a.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith polled the Commissioners on their availability to continue the special meeting, pursuant to RCW 42.30.100, and all present agreed upon noon the following day. Network Administrator Cook noted the staff member who manages Zoom videoconferences was traveling, so there was a possibility the proposed meeting time might need to be adjusted, in the event Mr. Cook was unable to access the account to schedule the videoconference for the agreed upon date and time of the continued meeting.

### **Motion to Continue and Adjournment**

Chair Smith called for a motion to continue the special meeting to noon, Friday, December 29, 2023, subject to the management and coordination of the logistics of the meeting, and if this was not possible, the Board Chair would coordinate another time for the meeting with Commissioners. Commissioner Traynor motioned as requested, Commissioner Burgess seconded, and the Board agreed unanimously to continue the meeting to the time and date stated.

There being no further business to discuss, Chair Smith called for a motion to adjourn. Commissioner Burgess motioned as requested, Commissioner Traynor seconded, and the meeting adjourned at 9:04 a.m.

### **Continued Meeting Called to Order**

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett continued from December 28, 2023 was called to order by Chair Koren Smith at noon on Friday, December 29, 2023. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

### **Commissioners Present at Roll Call:**

Chair Koren Smith	Commissioner George Perez, Jr
Vice-Chair Cynthia Andrews	Commissioner John Traynor
Commissioner Chip Burgess	Commissioner Paul Manselle

### **Commissioners Absent:**

None

### **Also in attendance were:**

EHA Legal Counsel Stephen DiJulio  
Members of EHA Senior Staff  
Network Administrator Roger Cook

### **Executive Session**

At 12:02 p.m., Chair Smith announced the Board would convene in executive session [with legal counsel DiJulio] to discuss potential litigation, pursuant to RCW 42.30.110(1)(i); evaluate complaints or charges brought against a public officer or employee, pursuant to RCW 42.23.110(1)(f); and review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). She stated the Board would reconvene in public session at 12:57 p.m.

### **Reconvene Public Session**

At 12:57 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith announced the executive session would be extended until 1:07 p.m.

### **Reconvene Executive Session**

At 12:57 p.m. the Board reconvened in executive session.

### **Reconvene Public Session**

At 1:07 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith polled the commissioners on their availability to continue the special meeting, pursuant to RCW 42.30.100.

### **Agreement to Continue and Adjournment**

The Board unanimously agreed to continue the special meeting of December 28, 2023 to 3 p.m., Thursday, January 4, 2024. Commissioner Andrews moved to adjourn the meeting, Commissioner Burgess seconded, and the meeting adjourned at 1:13 p.m.

### **Continued Meeting Called to Order**

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett continued from December 28, 2023 was called to order by Chair Koren Smith at 3:00 p.m. on Thursday, January 4, 2024. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

### **Commissioners Present at Roll Call:**

Chair Koren Smith

Vice-Chair Cynthia Andrews

Commissioner Chip Burgess

Commissioner George Perez, Jr

Commissioner John Traynor

Commissioner Paul Manselle

### **Commissioners Absent:**

None

### **Also in attendance were:**

EHA Legal Counsel Stephen DiJulio

Members of EHA Senior Staff

Network Administrator Roger Cook

### **Executive Session**

At 3:02 p.m., Chair Smith announced the Board would convene in executive session [with legal counsel DiJulio] to discuss potential litigation, pursuant to RCW 42.30.110(1)(i); evaluate complaints or charges brought against a public officer or employee, pursuant to RCW 42.23.110(1)(f); and review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). She stated the Board would reconvene in public session at 3:56 p.m.

### **Reconvene Public Session**

At 3:57 p.m. the Board reconvened in public session, having taken no action in executive session.

### **Motion to Continue and Adjournment**

Chair Smith called for a motion to continue the special meeting of December 28, 2023 to 10:30 a.m., Friday, January 5, 2024. Commissioner Burgess motioned as requested, Commissioner Manselle seconded, and the Board adopted the motion unanimously.



There being no further business to discuss, Chair Smith called for a motion to adjourn. Commissioner Burgess motioned as requested, Commissioner Manselle seconded, and the meeting adjourned at 3:59 p.m.

### **Continued Meeting Called to Order**

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett continued from December 28, 2023 was called to order by Chair Koren Smith at 10:30 a.m. on Friday, January 5, 2024. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

### **Commissioners Present at Roll Call:**

Chair Koren Smith

Commissioner John Traynor

Commissioner Chip Burgess

Commissioner Paul Manselle

Commissioner George Perez, Jr

### **Commissioners Absent:**

Vice-Chair Cynthia Andrews

### **Also in attendance were:**

EHA Legal Counsel Stephen DiJulio

Members of EHA Senior Staff

Network Administrator Roger Cook

### **Executive Session**

At 10:32 a.m., Chair Smith announced the Board would convene in executive session [with legal counsel DiJulio] to discuss potential litigation, pursuant to RCW 42.30.110(1)(i); evaluate complaints or charges brought against a public officer or employee, pursuant to RCW 42.23.110(1)(f); and review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). She stated the Board would reconvene in public session at 10:42 a.m.

### **Reconvene Public Session**

At 10:44 a.m. the Board reconvened in public session, having taken no action in executive session.

Chair Smith called for a motion to place [Executive Director] Major Galloway on administrative leave with pay effective this date, pending further action of the Board. Commissioner Traynor motioned as requested, Commissioner Burgess seconded, and the Board adopted the motion unanimously.

Next, Chair Smith called for a motion to designate representatives of the Board to make decisions required of the executive director, on an interim basis, in the following order: first, by Chair Smith; then, in the absence of the chair, by Vice-Chair Andrews; and then in the absence of the chair and vice-chair, by Commissioners Burgess, Traynor, Perez, or Manselle. Records should be made of efforts to communicate with those higher on that priority list

before moving down to others on said list. Commissioner Burgess motioned as requested, Commissioner Traynor seconded, and the Board adopted the motion unanimously.

Chair Smith requested that staff make arrangements to provide the Board access, and remove Executive Director Galloway's access, to emails and other platforms needed to conduct agency business over the time he will be on administrative leave.

Chair Smith said the next Board meeting would take place on Tuesday, January 9, at 10 a.m., with a new agenda.

Director of Human Resources and Administration Linda Hoston asked if the Board planned to take disciplinary action against the twelve EHA staff who "walked off the job." Legal Counsel DiJulio responded that there will be an evaluation of the situation, but because the Board does not typically involve itself in such matters, this issue will be handled at some point in the future by Mr. Galloway, if he is reinstated as executive director, or by an interim executive director. In response, Director Hoston wondered if the expectation was for the absent staff to return to work, or if they would be allowed to remain on sick leave, with the executive director now on administrative leave. Chair Smith responded that the issue remained to be determined.

### **Adjournment**

There being no further business to discuss, Chair Smith called for a motion to adjourn. Commissioner Traynor motioned as requested, Commissioner Perez seconded, and the meeting adjourned at 10:52 a.m.

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

Chair, Board of Commissioners

ATTEST:

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

Secretary



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

**January 9, 2024**

**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 Koren Smith at 10:00 a.m. on Tuesday, January 9, 2024. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

**Commissioners Present at Roll Call:**

Chair Koren Smith

Vice-Chair Cynthia Andrews

Commissioner Chip Burgess

Commissioner George Perez, Jr

Commissioner John Traynor

Commissioner Paul Manselle

**Commissioners Absent:**

None

**Also in attendance were:**

EHA Legal Counsel Stephen DiJulio

Members of EHA Senior Staff

Network Administrator Roger Cook

**Executive Session**

At 10:02 a.m., Chair Smith announced the Board would convene in executive session [with legal counsel DiJulio] to discuss potential litigation, pursuant to RCW 42.30.110(1)(i); evaluate complaints or charges brought against a public officer or employee, pursuant to RCW 42.23.110(1)(f); and review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). She stated the Board would reconvene in public session at 10:33 a.m.

**Reconvene Public Session**

At 10:33 a.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith announced the executive session would be extended until 10:43 a.m.

**Reconvene Executive Session**

At 10:33 a.m. the Board reconvened in executive session.

**Reconvene Public Session**

At 10:43 a.m. the Board reconvened in public session, having taken no action in executive session.

## **Adjournment**

There being no further business, Chair Smith called for a motion to adjourn. Vice-Chair Andrews moved to adjourn, Commissioner Burgess seconded, and all were in favor. The meeting adjourned at 10:44 a.m.

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

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Chair, Board of Commissioners

ATTEST:

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

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Secretary



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

**January 19, 2024**

**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 Koren Smith at 3:00 p.m. on Friday, January 19, 2024. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative office at 3107 Colby Avenue in Everett and via Zoom videoconference.

**Commissioners Present at Roll Call:**

Chair Koren Smith

Commissioner Paul Manselle

Commissioner Chip Burgess

Commissioner John Traynor

**Commissioners Absent:**

Vice-Chair Cynthia Andrews missed roll call but joined the meeting at 3:07 p.m

Commissioner George Perez, Jr.

**Also in attendance were:**

EHA Legal Counsel Stephen DiJulio

Members of EHA Senior Staff

Chris Neblett, Administrative Supervisor

**Regular Meeting Schedule**

Commissioners discussed adopting a resolution providing for more frequent regular Board meetings than what was provided in the agency bylaws: i.e., regular meetings held the fourth Monday of February, March, May, June, and August, with an annual meeting in November. It was hoped that, by meeting more frequently, commissioners could obtain more information about the issues around important decisions they face. It was agreed that this could include designating a particular meeting as a "study session," during which time agency staff could provide a briefing on current projects or other timely topics.

After further discussion, it was agreed that the additional regular meetings should take place at noon on the first Monday of every month, commencing with a meeting on February 5, and continuing into 2025, absent further resolution of the Board. Chair Smith then called for a motion to adopt Resolution No. 1586, revising the 2024 regular meeting schedule to provide for more regular Board meetings. Commissioner Burgess moved to adopt Resolution No. 1586, Commissioner Manselle seconded the motion, and all voted in favor of its adoption.

### **Executive Session**

At 3:21 p.m., Chair Smith announced the Board would convene in executive session to discuss potential litigation, pursuant to RCW 42.30.110(1)(i); to evaluate complaints or charges brought against a public officer or employee, pursuant to RCW 42.30.110(1)(f); and to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). One of the commissioners was not immediately available to join the executive session, so it was agreed to take a short recess. At 3:28 p.m. legal counsel DiJulio stated the Board was convening in executive session for the purposes stated earlier and would reconvene in public session at 3:58 p.m. Legal counsel DiJulio joined the Board in executive session.

### **Reconvene Public Session/Item for Individual Consideration**

At 3:58 p.m. the Board reconvened in public session, having taken no action in executive session. Chair Smith called for a motion to authorize the Board Chair, acting for the Board, to engage on behalf of and to assist the Housing Authority, such human resource consultants or firms as may be needed to investigate allegations of discriminatory or harassing conduct, and to investigate potential abuse of leave benefits. Commissioner Burgess motioned as requested, Commissioner Traynor seconded, and the motion passed unanimously.

### **Adjournment**

There being no further business, Chair Smith called for a motion to adjourn. Commissioner Andrews moved to adjourn, Commissioner Burgess seconded, all voted in favor, and the meeting adjourned at 4:00 p.m.

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

Chair, Board of Commissioners

ATTEST:

Koren Smith  
Koren Smith (Feb 7, 2024 06:38 PST)

Secretary