



Service
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Community
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Wisdom
Creativity

Regular Meeting of the Board of Commissioners

Date: Monday, May 6, 2024

Time: Noon

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

<https://us02web.zoom.us/j/673982739?pwd=WDVVK2FFVXNZOVRwaVJkbkszNUcxdz09>

Meeting ID: 673-982-739; passcode 514202

Contact Janinna Attick at jannina@evha.org or (425) 303-1121 at least one hour in advance of the meeting if you wish to attend in person, while the EHA office is open by appointment only.

Roll Call

Public Comment

Communications

Executive Director's Report

Approval of Minutes

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Consent Agenda

None

New Business

Assign Board Committee to Discuss Collective Benefits Agreement

Items for Individual Consideration

None

Policy Discussion

None

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 Janinna Attick at (425) 303-1121, or janinnaa@evha.org.



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

April 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 12:04 p.m. on Friday, April 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 Chip Burgess
Vice-Chair Cynthia Andrews	Commissioner John Traynor
Commissioner George Perez, Jr	Commissioner Paul Manselle

Commissioners Absent:

None

Also in attendance were:

Staff:

Mary Swenson	Interim Executive Director
Linda Hoston	Director of Human Resources & Administration
Janinna Attick	Director of Policy & Innovation
Chris Neblett	Administrative Supervisor

Others:

Various EHA Staff Represented by AFSCME
Michael Rainey, AFSCME Council 2 Representative
Sam Hem, Sheet Metal Workers Local 66 Representative

Executive Session

After a technical issue getting all commissioners access to the Zoom breakout room was resolved, Chair Smith announced at 12:09 p.m. that the Board would convene in executive session for a period of 30 minutes to evaluate complaints or charges brought against a public officer or employee, pursuant to RCW 42.23.110(1)(f).

Reconvene Regular Session

At 12:39 p.m. the Board reconvened in public session, having taken no action in executive session.

Communications

Administrative Supervisor Chris Neblett provided an update on the Commissioner training offered by Lisa Walker of Housing and Development Law Institute, which was postponed from its originally scheduled dates at the end of January 2024. He was recently in touch with Ms. Walker and found her next available dates will not be until sometime in the fourth quarter of the calendar year; however this timing worked well, as replacements for Commissioners Burgess and Manselle, whose terms are expiring October 6, will be on board for the rescheduled training. In the meantime, Director of Policy and Innovation Janinna Attick recently emailed Commissioners the link to an online training offered by HUD that provides some general information about Commissioner roles and responsibilities.

Interim Executive Director Mary Swenson briefed the Board on some of the activities she has been involved in since her appointment at the beginning of the month. This included meetings with the Mayor and other city and county officials, tours of Housing Authority properties and meetings with staff, both individually and in groups, and conversations with other stakeholders. Once she had a better sense of the agency's needs and budgetary capacity, she planned to get in touch with her fellow consultant Michael Mirra, the former executive director of Tacoma Housing Authority, for assistance with operational areas that fall within his area of expertise. She also had an upcoming meeting scheduled with representatives from HUD's local field office.

Interim Executive Director Swenson concluded her report with an update on plans to re-open the Colby administrative office to walk-in visitors on May 1. Rigorous planning, especially with respect to security in cooperation with the police department, left her confident that the agency was prepared to re-open, albeit on a limited basis to start. This phased approach would see the office initially opening from 9 p.m. to noon and 1 to 4 p.m. Wednesdays during May. An evaluation of those results would inform the decision to increase the frequency that the office was open to the public.

Approval of Minutes

Chair Smith called for a motion to approve minutes of the regular meeting held on March 25, 2024. Commissioner Perez moved for approval of the minutes, Commissioner Traynor seconded, and the motion passed unanimously.

Communications Re-opened

Chair Smith revisited this order of business to enable Sam Hem, Assistant Regional Manager of Sheet Metal Workers Local 66, to speak to the Board about community benefit agreements, at one time commonly called community workforce agreements or project labor agreements. He said this type of agreement between a public agency, the contractor, and workers provides for priority hires and a gateway to apprenticeship in the construction trades for members of the Housing Authority's participant families, something he believed aligned with the agency's MTW program goals around promoting self-sufficiency for housing program participants. He explained some of the advantages of a community benefit agreement, including a mechanism

to ensure workers are being paid prevailing wages, and concluded with the hope that the Board might consider establishing this type of program at this agency.

Items for Individual Consideration

Resolution No. 1593 Ratifying the Appointment of Mary Swenson to the Positions of Interim Executive Director, Secretary, and Treasurer

Director of Policy and Innovation Janinna Attick said lenders, funders, title companies and other entities with whom the Housing Authority transacts business often request documentation identifying the Executive Director and authorizing that person to sign documents on behalf of the agency. This resolution served as an instrument to fulfill that function.

Commissioner Andrews moved to adopt the resolution, Commissioner Traynor seconded, and the motion passed unanimously.

Resolution No. 1594 Adopting a Customer Code of Conduct

Director of Policy and Innovation Attick said the purpose of the resolution was to adopt a code of conduct identifying the type of behavior that will not be permitted by those who visit the Housing Authority's offices, and the consequences for those who violate this code by engaging in prohibited behavior, as existing policies governing conduct are specific to current residents and program participants. She said it was particularly important to adopt a code of conduct in advance of the planned re-opening of the Colby office on May 1.

Commissioner Burgess moved to adopt the resolution, Commissioner Traynor seconded, and the motion passed unanimously.

Adjournment

Prior to adjourning, Interim Executive Director Swenson responded to a question a commissioner had posed after the communications portion of the meeting, regarding the rationale for initially limiting the re-opening of the Colby office to one day per week. She said the Everett Police Department had recommended this approach to identify potential issues – e.g. members of the public using the office as a place to charge phones or seeking a public restroom – and develop plans to effectively deal with nuisance behaviors before opening additional days. Director of Policy and Innovation Attick added another consideration for a phased reopening of the Colby office: the imminent departure of Administrative Supervisor Neblett and reassignment of the Customer Service Representative will require hiring and training their replacements to ensure availability of adequate public facing staff.

Commissioner Andrews voiced her desire to make a motion to create a Board committee to design or produce a resolution that will establish a collective benefits agreement along the lines Mr. Hem discussed during the communications portion of the meeting. That was not possible at this meeting, given that the Open Public Meetings Act does not allow for the introduction of new items of business at a special meeting. However, it was agreed that the minutes would reflect this as an item to discuss at the next regular meeting. Chair Smith noted the next regular meeting was scheduled for May 6, and called for a motion to adjourn. Commissioner Perez motioned as requested, Commissioner Traynor seconded, and the meeting adjourned at 1:11 p.m.

Chair, Board of Commissioners

ATTEST:

Secretary