

**Spokane Housing Authority dba
NORTHEAST WASHINGTON HOUSING SOLUTIONS
BOARD OF COMMISSIONERS – REGULAR MEETING**

**March 22, 2010
MINUTES**

Commissioner Attendees:

Terri Symbol, Chair
Rhea Coble, Commissioner
Steve Cervantes, Secretary

Mark Dresback, Vice-Chair

Commissioner Absentees:

Kammi Smith, Counsel

Shannon Kapek, Commissioner

1. **Call to Order** – Chair Symbol called the regular meeting to order at 3:30 P.M.
2. **Public Comment** – None.
3. **Chair Comments** –
 - 3.1 Chair Symbol moved item 7.2 to occur before the Consent Calendar.
4. **Commissioner Comments/Reports** – None.

7.2 Lucy Lepinski will present Property Management’s no smoking survey results – Lucy Lepinski introduced staff from the Spokane Regional Health District’s (SRHD) Tobacco Program, who discussed rental market surveys, unit turnover costs, and how SRHD is available to assist with writing policies, guidelines, and evaluating areas for smoking. Ms. Lepinski then introduced Jeannie Robinson, one of NEWHS’ Property Managers, who reviewed the tenant survey results. Ms. Lepinski shared several options and ideas on how to move forward, and answered questions from the board.

5. **Consent Calendar** – All items listed under the “Consent Calendar” are considered to be routine and will be enacted *by one motion* unless a Commissioner or citizen so requires, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.
 - 5.1 **Review of Minutes: Regular Meeting held on February 22, 2010**
 - 5.2 **Approval of Cash Disbursements for 2-01-10 to 2-28-10**
 - 5.3 **Summary of Tenant Write-offs February 2010**
 - 5.4 **Utilization Reports for February 2010**
 - 5.5 **NEWHS Department Updates**
 - 5.5.1 **Finance & Admin Department Update**
 - 5.5.2 **Property Management**
 - 5.5.3 **Assisted Housing**

Vice-Chair Dresback motioned to approve the Consent Calendar, Commissioner Coble seconded, and all approved unanimously.

6. New Business

6.1 Amanda Carpentier recommended a motion to adopt Resolution #546 with revisions as stated and discussed during the public hearing on March 22nd, to approve submission of the 5 year annual plan for fiscal year beginning 7/1/2010. Vice-Chair Dresback moved to adopt Resolution #546 with stated revisions, Commissioner Coble seconded, and all approved unanimously.

6.2 Lucy Lepinski recommended a motion to adopt Resolution #547 to adopt resident screening criteria revisions. Val McNeill, Compliance Specialist, discussed how the change in criteria would improve the number of households approved for tenancy. Vice-Chair Dresback moved to adopt Resolution #547 and Commissioner Coble seconded. All approved unanimously.

6.3 Removed.

6.4 Lucy Lepinski recommended motion to raise McDonald Manor rents after discussing the evaluation process and comparable rents in the area of McDonald Manor. Commissioner Coble motioned to approve a raise in rents for McDonald Manor, seconded by Vice-Chair Dresback, all approved unanimously.

7. Unfinished Business

7.1 Action Items from Board Retreat -- Steve Cervantes discussed board recruitment for the vacant Spokane Valley position.

7.2 Lucy Lepinski presented Property Management's no smoking survey results, as above prior to the Consent Calendar.

7.3 Lucy Lepinski presented an update on Pearl Occupancy.

7.4 Development Department Updates

7.4.1 Martindale Development Team Selection – Art Noll, Development Director, discussed the request and selection process for the architect and general contractor. SMR Architects were selected and have begun the design process. Walker Construction was recently selected and will join in the design phase of the Martindale for best cost and construction outcomes.

7.4.2 Housing Trust Fund Status – Steve Cervantes reported on the recent news of the allocation of Housing Trust Fund dollars for the Martindale.

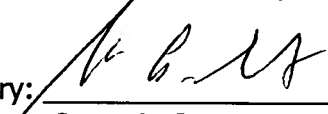
8. Executive Session – none.

9. Future Meetings:

Regular Meetings: April 19, 2010 and May 24, 2010

April 2010							May 2010						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

10. Adjournment – The regular meeting was adjourned by Chair Symbol at 4:48 P.M.

Secretary: 
Steve A. Cervantes

Chair: 
Terri Symbol