

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

**May 24, 2010
MINUTES**

Commissioner Attendees:

Terri Symbol, Chair
Shannon Kapek, Commissioner
Steve Cervantes, Secretary

Rhea Coble, Commissioner
Jeff Nave, Commissioner

Commissioner Absentees:

Kammi Smith, Counsel

Mark Dresback, Vice-Chair

1. **Call to Order** – Chair Symbol called the regular meeting to order at 3:36 P.M.
2. **Public Comment** – None.
3. **Chair Comments** – Chair Symbol shared that she now works for Community Frameworks.
4. **Commissioner Comments/Reports** – None.
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 April 19, 2010**
 - 5.2 **Approval of Cash Disbursements for 4-01-10 to 4-30-10**
 - 5.3 **Summary of Tenant Write-offs April 2010**
 - 5.4 **Utilization Reports for April 2010**
 - 5.5 **NEWHS Department Updates**
 - 5.5.1 **Assisted Housing**
 - 5.5.2 **Finance & Admin**
 - 5.5.3 **Development**

Commissioner Kapek motioned to approve the Consent Calendar, Commissioner Coble seconded, and all approved unanimously.

6. New Business

- 6.1 **Lucy Lepinski presented a Property Management Department Update** – Ms. Lepinski reported that the Pearl is at 100% lease-up after concentrated efforts by dedicated staff.
 - 6.1.1 **Hifumi En Update** – Ms. Lepinski reported on the fire which occurred on May 8, 2010 resulting in extensive smoke damage to the Hifumi En. The second floor was restored and cleared for move-in on May 21, 2010 and security cameras are being installed.
- 6.2 **Mary Jo Braaten provided an update of the Administrative Plan (HCV Admin Plan)** – Ms. Braaten discussed how changes to the HCV Admin Plan were clarifications

of the plan or mandated by HUD; and then asked the Board to approve the plan by a motion. Commissioner Coble moved to approve the HCV Admin Plan, seconded by Commissioner Kapek, all approved unanimously.

6.3 Art Noll presented recommendations for issuance of Project Based Voucher Program – Mr. Noll presented the Project Based Voucher Committee’s recommendations to issue Project Based Housing Choice Vouchers as follows: Bell Franklin, 8 vouchers (5 year contract); Casas Salvadas, 6 vouchers (5 year contract); Elm Street Project, 9 vouchers (3 year contract); Cedar West Apartments, 5 vouchers (5 year contract); Market Street Station, 9 vouchers (3 year contract); Medical Lake Apartments, 4 vouchers (5 year contract); and Willow Ridge, 4 vouchers (3 year contract). Commissioner Kapek moved to approve the issuance of Project Based Vouchers as recommended by the committee. Seconded by Commissioner Coble, all approved unanimously.

6.4 Cindy Weiser recommended adoption of Resolution # 549 Operating Budget for Fiscal Year Ending June 30, 2011. – Ms. Weiser reported the proposed budget balances and was discussed in detail during the Finance Committee meeting on May 24, 2010. Chair Symbol commented on the diligence of the budgeting process. Commissioner Nave moved to adopt Resolution #549, seconded by Commissioner Kapek, all approved unanimously.

7. Unfinished Business

7.1 Art reported on the SLIHC Loan Application and overview of Progress School site for land banking purposes.

Chair Symbol adjourned the meeting into executive session at 5:00 P.M. for 15 minutes.

8. Executive Session – Regarding items related to RCW 42.30.1410 (g) “To... review the performance of a public employee.”

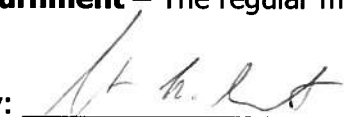
Chair Symbol reconvened the meeting at 5:20 P.M.

9. Future Meetings: Regular Meetings: June 28, 2010 and July 26, 2010

Note: October’s meeting has been changed to October 25, 2010

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

10. Adjournment – The regular meeting was adjourned by Chair Symbol at 5:23 P.M.

Secretary: 
Steve A. Cervantes

Chair: 
Terri Symbol