

**Spokane Housing Authority
Board of Commissioners Regular Meeting Minutes
December 2, 2019**

Board Attendees:

Kai Nevala, Commissioner	Scott Kerwien, Commissioner
Besse Bailey, Vice Chair	Amber Waldref, Commissioner
Joycelynn Straight, Commissioner	Kammi Smith, Counsel

Board Absentees:

Keith James, Chair	Gretchen Campbell, Commissioner
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Staff Attendance:

Pam Tietz, Executive Director
Lori McGowan, CFO/Deputy Director
Alex Liberman, Director of Housing Assistance Programs
Diana Klasen, Director of Property Management
Brian Jennings, Housing Development Director

1. **Convening of the Meeting** – Vice Chair Bailey called the meeting to order at 3:30 P.M.
 - a. **Public comments** – none.
 - b. **Commissioner Comments** – Vice Chair Bailey commented on Finance Committee Meeting where the budget was discussed in detail. Commissioner Straight discussed a mediation meeting that took place for mobile home owners. Commissioner Waldref discussed the Zone Project and a potential partnership with Westfall Village.
2. **Consent Calendar** – All items listed under the “Consent Calendar” are considered 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.
 - a. **Approval of Minutes from Regular Meeting on October 28, 2019**
 - b. **Review of Utilization Reports**
 - c. **Review of month-end Financial Reports**

Commissioner Kerwien moved to approve the consent calendar, seconded by Commissioner Straight, all approved unanimously.

3. **Executive Director's Report** – Pam Tietz discussed Commissioner Campbell’s upcoming expiration of her appointment, and that staff will work with Spokane Valley for a new appointment, as Commissioner Campbell has other commitments.
4. **Development Director’s Report** – Brian Jennings reported that construction on 25 W. Nora continues to move forward and tilework is being completed; RAD closed on 10/31/19 with relocation efforts now in full swing.
5. **New Business** -
 - a. **Motion to post-approve out-of-region travel for Lori McGowan to HUD’s National Headquarters in Washington D.C.** – Pam Tietz discussed the meeting and opportunity that presented itself only a few days ahead of time, and asked the

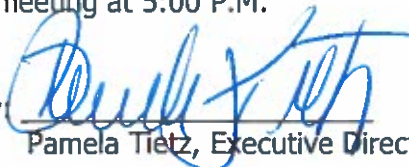
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board to post-approve the travel. Commissioner Waldref moved to approve the out-of-region travel, seconded by Commissioner Kerwien, all approved unanimously.

- b. Resolution #720 regarding Moving Services for RAD relocation efforts, and**
- c. Resolution #721 regarding a Brokerage Services contract for RAD units available for listing/sale** – Brian Jennings discussed both resolutions and answered the board’s questions. Commissioner Waldref moved to adopt Resolution numbers 720 and 721 regarding RAD activities, seconded by Commissioner Straight, all approved unanimously.
- d. HUD-VASH Project Based Voucher request from Catholic Charities** – Alex Liberman discussed the need for project based vouchers and the request from the Veterans Administration and Catholic Charities, along with concerns from HUD. Commissioner Waldref moved to approve moving forward with project based VASH vouchers, seconded by Commissioner Kerwien, all approved unanimously.
- e. 2020 Calendar of Board Meetings** – Corrections to the calendar were presented.
- f. Resolution #722 regarding SHA’s 2020 Budget** – Lori McGowan discussed the proposed budget for 2020, goals met, a strategic restructure, HUD appropriations levels, the budget summary, payroll assumptions, and departments, grants, and SHA property budgets. Commissioner Waldref commended Lori McGowan on the detail of the budget and explanation provided, then moved to adopt Resolution number 722 the proposed 2020 budget as presented, seconded by Commissioner Kerwien, all approved unanimously.

6. Adjournment – Vice Chair Bailey adjourned the meeting at 5:00 P.M.

Chair: 
Keith James

Secretary: 
Pamela Tietz, Executive Director