

**Spokane Housing Authority
Board of Commissioners Regular Meeting Minutes
January 27, 2020**

Board Attendees:

Keith James, Chair	Kai Nevala, Commissioner
Gretchen Campbell, Commissioner	Joycelynn Straight, Commissioner
Amber Waldref, Commissioner	Kammi Smith, Counsel

Board Absentees:

Besse Bailey, Vice Chair	Scott Kerwien, Commissioner
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Staff Attendance:

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

1. **Convening of the Meeting** – Chair James called the meeting to order at 3:33 P.M.
 - a. **Public comments – None.**
 - b. **Employee of the 4th Quarter** – Chair James announced Jana Larson as the Employee of the 4th Quarter 2019.
 - c. **Commissioner Comments – None.**

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 December 2, 2019**
 - b. **Approval of Minutes from Special Meeting on January 17, 2020**
 - c. **Review of Utilization Reports**
 - d. **Review of month-end Financial Reports**

Chair James asked if there were items to further discuss in the Consent Calendar, hearing none, Commissioner Nevala moved to approve the Consent Calendar, seconded by Commissioner Campbell, all approved unanimously.

3. **Executive Director’s Report** – Pam Tietz reported on recruitment, Family Unification, the website redesign processes, and a \$7,500 grant program for equity education for staff. Pam then invited Commissioners to attend the April PNRC Conference and to contact her or Lori if they wish to attend.

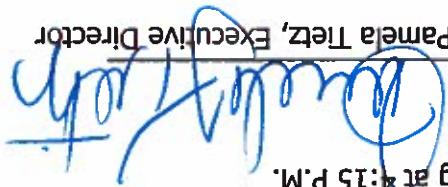
4. **Development Director’s Report** – Brian Jennings reported on the progress on the Nora Building, Hifumi En elevator, and that 8 units have been relocated in continued RAD activities.


5. **New Business**
 - a. **Request to approve out-of-region travel for Pam Tietz and Lori McGowan to Washington D.C. NAHRO Legislative Conference in March.** Pam Tietz summarized the content of the conference and that this is a budgeted travel expense.

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- Commissioner Waldref moved to approve the out-of-region travel, Commissioner Campbell seconded, and all approved unanimously.
- b. **Consideration of Resolution #723 providing Executive Director of the authority to execute purchase and sales agreements for sale of scattered site properties.** After discussion, Commissioner Campbell moved to adopt Resolution #723, seconded by Commissioner Straight, all approved unanimously.

6. Adjournment – Chair James adjourned the meeting at 4:15 P.M.


Secretary: Pamela Tietz, Executive Director


Chair: Keith James