

**Spokane Housing Authority
Board of Commissioners Regular Meeting Minutes
January 28, 2019**

Board Attendees:

Keith James, Chair	Besse Bailey, Vice Chair
Kai Nevala, Commissioner (via phone)	Amber Waldref, Commissioner
Scott Kerwien, Commissioner	Larry Johnson, Commissioner
Gretchen Campbell, Commissioner	Kammi Smith, Counsel

Staff Attendance:

Pamela 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** – Chair James called the meeting to order at 3:32 P.M.
 - a. **Public comments** – none.
 - b. **Commissioner Comments** – none.
 - c. **Employee of the 4th Quarter** – Chair James announced Vic Smelcer as the employee of the 4th Quarter of 2018.

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 November 26, 2018**
 - b. **Review of Utilization Reports for October and November**
 - c. **Review of month-end Financial Reports for October and November**

Commissioner Waldref moved to remove the November minutes for correction and to approve the remainder of the Consent Calendar, Commissioner Kerwien seconded the motion, and all approved unanimously.

3. **Executive Director’s Report** - Pam Tietz highlighted several items including: new staff, Continuum of Care 5 year plan, the Diversion Plan, and her opportunity to present the importance of housing and the connection to health for a class of medical students.

4. **Development Director’s Report** – Brian Jennings reported on the Nora Building, the Hifumi En elevator bid, and the slow progress with the RAD program.

5. **New Business**
 - a. **Consideration of Resolution #706 regarding Project Based Vouchers for Father Bach V** – Alex Liberman reviewed the need and process for assigning Project Based Vouchers. After discussion, Chair James abstained, Commissioner Campbell moved to adopt Resolution #706, Commissioner Johnson seconded, Vice-Chair Bailey voted ‘nay’, and all others voted ‘yea’.
 - b. **Out of Region Travel for approval by motion:**
 - **Alex Liberman to Housing Choice Voucher Executive Management training in Long Beach, California**

**Spokane Housing Authority
Board of Commissioners Regular Meeting Minutes
January 28, 2019**

- **Pam Tietz and Lori McGowan to the NAHRO Washington Conference in Washington, D.C.**

Vice Chair Bailey moved to approve both out-of-region travel requests, seconded by Commissioner Waldref, all approved unanimously.

Consideration of Resolution #707 regarding Flat Rents for the Public Housing Program - Vice Chair Bailey moved to adopt Resolution #707, seconded by Commissioner Campbell, all approved unanimously.

- c. **Update on Communications Plan and final drafts of Pacesetter Materials** – Discussion led by Pam Tietz regarding the progress of creating pacesetter materials.

6. Executive Session – Not requested.

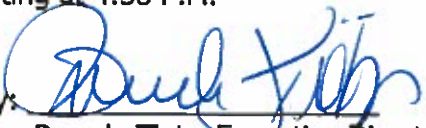
7. Unfinished Business – none.

8. Adjournment – Chair James adjourned the meeting at 4:38 P.M.

Chair:


Keith James

Secretary:


Pamela Tietz, Executive Director