

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes for July 23, 2018**

Board Attendees:

Keith James, Chair
Gretchen Campbell, Commissioner
Kai Nevala, Commissioner

Besse Bailey, Vice Chair
Larry Johnson, Commissioner
Kammi Smith, Counsel

Staff Attendance:

Pamela Tietz, Executive Director
Lori Hays, CFO/Deputy Director
Alex Liberman, Director of Housing Assistance Programs
Diana Klasen, Director of Property Management
Brian Jennings, Housing Development Director
Amanda Carpentier, HR Manager

1. **Convening of the Meeting** – Chair James called the meeting to order at 3:35 P.M.
 - a. **Longevity Recognition** – Chair James recognized staff for their longevity achieved in the first half of this year, including Dave with 15 years, Drew with 5 years, and Melanie with 5 years.
 - b. **Employee of the 2nd Quarter Announcement** – Chair James announced Joanne Larson as the Employee of the second quarter.
 - c. **Public comments** – No public comments were given.
 - d. **Office of the Washington State Auditor presentation on the Spokane Housing Authority IT Security Performance Audit presented by Peg Bodin and Tom Furgeson** – Of note, Peg Bodin recognized Mike Angelo, IT Analyst, Lori McGowan, and staff were receptive and commended them for their performance during the IT Audit.
 - e. **Commissioner Comments** – Vice-Chair Bailey commented the finance committee meeting occurred on July 23rd and discussed the progress of Valley 206 lease-up.
2. **Action on Proposed Resolutions and Motions**
 - a. **Deferred to new business or unfinished business**
3. **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 June 25, 2018**
 - b. **Review of Utilization Report**
 - c. **Review of month-end Financial Reports**
 - d. **Resident Group Reports**
 - e. **News & Notes**

Commissioner Campbell moved to approve the Consent Calendar, Commissioner Johnson seconded the motion, and all approved unanimously.

4. **Executive Director's Report** - Pam Tietz reported on difficulties in recruitment of staff, and updated the board on board member recruitment, and the HUD Envision Center Resident Roundtable. Lori McGowan discussed her participation in HUD's REAC Industry Day which included HUD requesting SHA to be a demonstration Housing Authority for upcoming changes in funding and reporting.

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5. **Development Director's Report** – Brian Jennings reported on the RAD project progress, and Valley 206.
6. **New Business**
 - a. **Revised minutes for April 30, 2018, and May 21, 2018 for approval by motion** – Commissioner Campbell moved to approve the revised minutes, seconded by Commissioner Johnson, all approved unanimously.
 - b. **Consideration of Resolution No. 697 – bond resolution for purchase of building to relocate the Central Office** – Brian Jennings introduced bond counsel Faith Pettis to answer questions. After discussion, Vice-Chair Bailey moved to adopt Resolution 697 as presented, seconded by Commissioner Campbell, all approved unanimously.
 - c. **Discussion and Consideration of Resolution No. 699 Drafted Bylaws -** Commissioner Nevala moved to adopt Resolution 699 as presented, Commissioner Johnson seconded, and all approved unanimously.
 - d. **Out of Region Travel for approval by motion for four powerusers of Tenmast software to attend the MRI Software User Conference in Atlanta, Georgia** – Moved to approve the travel was given by Vice-Chair Bailey, seconded by Commissioner Campbell, all approved unanimously.
7. **Executive Session** – none.
8. **Unfinished Business** – none.
9. **Adjournment** – Chair James adjourned the meeting at 4:30 P.M.

Chair:


Keith James

Secretary:


Pamela Tietz, Executive Director