

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes for June 25, 2018**

Board Attendees:

Keith James, Chair

Gretchen Campbell, Commissioner

Kammi Smith, Counsel

Besse Bailey, Vice Chair

Larry Johnson, Commissioner

Board Absentees:

Kai Nevala, Commissioner

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

1. **Convening of the Meeting** – Chair James called the meeting to order at 3:30 P.M.
 - a. **Public comments** – Joycelyn Straight gave comment on previous board minutes, and about the Section 8 HCV Administration Plan upcoming revisions.
 - b. **Commissioner Comments** – Vice-Chair noted that a motion was to be added to the end of the agenda regarding an MOU with Kenewick Housing Authority. Commissioner Johnson reported on the rehab work at Valley 206.
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 Johnson moved to approve the Consent Calendar, Vice-Chair Bailey seconded the motion, and all approved unanimously.

4. **Executive Director's Report** - Pam Tietz reported on the new Landlord Liaison position which Jessica Flaig is successfully coordinating client needs with landlords.
5. **Development Director's Report** – Brian Jennings reported on the RAD project progress, including a homeownership workshop for tenants.
6. **New Business**
 - a. **Discussion and Consideration of Drafted Bylaws** – after review, the board asked for a final version to be brought back next month.

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- b. Consideration of Resolution No. 696 for Revisions to the SHA Employee Handbook** - Vice-Chair Bailey moved to adopt Resolution 696, seconded by Commissioner Campbell, all approved unanimously.
- c. Development – Hifumi En Elevator Resolution No. 698** - Vice-Chair Bailey moved to adopt Resolution 696, seconded by Commissioner Johnson, all approved unanimously.
- d. Out of Region Travel for approval by motion.**
 - **Lori McGowan to the AHACPA Conference in Las Vegas, Nevada**
 - **Lori McGowan to the HUD REAC Industry Day in Washington D.C.**
 - **Pamela Tietz to the NAHRO Summer Conference in San Francisco**Commissioner Campbell moved to approve the out of region travel as presented, seconded by Commissioner Johnson, all approved unanimously.
- e. Motion to approve an Interlocal Agreement with Kennewick Housing Authority** – After discussion led by Lori McGowan, Bailey moved to approve for Pam Tietz to execute an Interlocal Agreement with Kennewick Housing Authority to administer nine project based voucher units with Salenm Arms as an interim step with HUD decision to happen after the fact. Seconded by Commissioner ????, 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