

**Spokane Housing Authority
Board of Commissioners Regular and Annual Meeting Minutes
November 30, 2020**

Board Attendees:

Keith James, Chair

Joycelynn Straight, Commissioner

Tes Sturges, Commissioner

Kammi Smith, Counsel

Kai Nevala, Commissioner

Scott Kerwien, Commissioner

Amber Waldref, Commissioner

Board Absentees:

Besse Bailey, Vice Chair

Staff Attendance:

Pam Tietz, Executive Director

Lori McGowan, CFO/Deputy Director

Alex Liberman, Director of Housing Assistance Payments

Diana Klasen, Director of Property Management

Brian Jennings, Housing Development Director

Kathy Clark, Controller

1. **Convening of the Meeting** – Chair James called the meeting to order at 3:33 P.M.
 - a. **Public comments – None.**
 - b. **Commissioner Comments** – Commissioner Straight commented that she was excited to have Cupid Alexander working at the City, who she saw present at the recent PNRC conference.

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**
 - b. **Review of Utilization Reports**
 - c. **Review of month-end Financial Reports**

Commissioner Nevala moved to approve the consent calendar, seconded by Commissioner Sturges, all approved unanimously.

3. **Executive Director’s Report** – Pam Tietz focused on staffing at the Nora office and recent work-from-home changes, where only 4 inspectors and a front desk staff are at the office to assist with supporting those working from home. Pam then provided an update of the scanning project, which is continuing during this time. A draft video of a SHA client household was shared with the board and feedback from commissioners was provided. Pam also reported on the 100 mainstream vouchers that SHA recently received, the Move To Work application progress, and that one of SHA’s properties is partnering with Lockett for free and affordable wireless internet access.

4. **Development Director’s Report** – Brian Jennings reported that the Mission building has a signed purchase and sales agreement with closing to occur in early December. With public housing RAD sales, 27 properties have sold with 5.7 million in net proceeds with 3 other properties pending, and potential 1 or 2 units to list in December. Brian also mentioned the Spokesman article on November 14, 2020 regarding the RAD sales. Cedar West ADA unit

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construction is slowly moving forward. Long term development plans will start to be in the works with a draft plan to the board in January 2021.

5. New Business -

- a. Consideration of Resolution #736 Fair Housing Policy** – Pam Tietz discussed the Fair Housing Policy, answering questions, and provided efforts to obtain input from local fair housing agencies. Counsel Smith and Commissioner Straight will work together to incorporate Commissioner Straight’s comments into the policy. Chair James tabled this Resolution #736 until January 2021.
- b. Consideration of Resolution #737 Reasonable Accommodation Policy** – Pam Tietz discussed the Reasonable Accommodation Policy with the board, and feedback was received from community partners and volunteers with lived experience in reasonable accommodation. Commissioner Waldref moved to adopt Resolution #737 with revisions as discussed, Commissioner Nevala seconded the motion, and all approved unanimously.
- c. Discussion of PBV guidelines and policies** – Alex Liberman started the discussion around Project Based Vouchers and presented questions to the board for feedback on which projects should be brought to the board, and if any projects in areas of more than 20% poverty rate for census areas should be considered. Chair James requested that all projects are brought to the board as a report, not in depth, and agreed that projects could be reviewed if not within the poverty rate guidelines. Pam Tietz further discussed census tracts and poverty rates. Commissioner Sturges provided feedback that perhaps there could be a range where the project would be considered, and Chair James concurred that potentially if up to 30%, a project could be considered. Commissioner Nevala also concurred with the thought of over 20% and up to 30% could potentially be considered. Commissioner Waldref agreed that all applications come to the board, with thoughts on exceptions to the over 20% rule to encourage development in lower poverty rate tracts, and a consideration for partnerships and services provided in a project. Commissioner Straight discussed possibility for a phase-out process with the higher poverty rate tracts. Chair James provided a timeline for a draft from the policy committee to be brought up for board discussion during the January 2021 board meeting.
- d. Discussion of the Draft 2021 Board Meeting Schedule** - The 2021 Board Meeting Schedule was agreed upon as presented.

6. Annual Meeting

- a. Nomination of Chair and Vice-Chair** – Chair James tabled this item for Vice-Chair Bailey to be in attendance for the nominations.

7. Executive Session – None.

8. Unfinished Business – None.

9. Adjournment – Chair James adjourned the meeting at 4:56 P.M.

DocuSigned by:
Chair: Besse Bailey
Besse Bailey, Chair

Secretary: Pamela Tietz
Pamela Tietz, Executive Director






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Final Audit Report

2021-02-09

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