

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
July 27, 2021**

Board Attendees:

Besse Bailey, Chair

Jenny McClenathen, Commissioner

Kammi Smith, Counsel

Keith James, Commissioner

Amber Waldref, Commissioner

Board Absentees:

Scott Kerwien, Commissioner

Kai Nevala, Vice Chair

Joycelynn Straight, Commissioner

Staff Attendance:

Pam Parr, Executive Director

Lori McGowan, CFO/Deputy Director

Alex Liberman, Director of Housing Assistance Payments

Brian Jennings, Housing Development Director

Diana Klasen, Director of Property Management

Reid Wells, Human Resource Manager

Kathy Clark, Controller

- 1. Convening of the Meeting** – Chair Bailey called the meeting to order at 3:38 PM.
 - a. Public comments** – None.
 - b. Commissioner Comments** – Commissioner Waldref announced that the Zone Project was awarded the Spokane Neighborhood Action Partners Mission in Action Award for 2021. Commissioner James commented on a recent visit by Senator Cantwell which included a press conference and tour of Gonzaga Haven. Commissioner James also announced the Switzer Haven grand opening on Friday, July 30th.
- 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 James moved to approve the consent calendar, seconded by Commissioner Waldref, all approved unanimously.

- 3. Executive Director’s Report** – Pam Parr reported on current agency staff hiring and turnover. She gave thanks to Reid Wells, Human Resources Manager for his innovative hiring practices. Pam then discussed the current COVID restriction and the formation of a staff re-opening committee which will address health, safety, and security for staff and clients. She commented that this was a chance for SHA to change our public face and communications model. Pam then discussed a legal services request for proposal that was

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recently released. Pam discussed that she had the opportunity to participate in a virtual meeting with Senator Murray and the Spokane Low-Income Housing Consortium regarding the housing crises in Spokane. Pam spoke about the Emergency Housing Voucher program and made comment on the developing infrastructure bill. Pam then discussed the cohort #4 (Landlord Incentives) application and current progress, including meetings with participants and landlords. Once submitted and if it meets the application threshold, the application will be put in a lottery for which only 30 will be chosen for cohort #4. Pam announced that BDS Planning and Urban Design (BDS) was selected as the firm to consult on the agency's Strategic Planning process and the contract has been negotiated and sent for signature. A kick-off planning meeting will be scheduled. A discussion occurred regarding the current staffing of the City of Spokane Community Housing and Neighborhood Services department. Pam announced that she is working on outreach to fill vacating Commissioner Kerwein's board position. A discussion regarding the Emergency Housing Voucher Program occurred discussing that partner meetings discussing putting together a strategy for leasing the vouchers were underway and lease up had begun. Commissioner Waldref asked Pam if SHA was interested in facilitating work around communicating to the community on how to prevent evictions. Pam responded that the Landlord Liaison network might be interested in this work. Pam added to the discussion that she had the opportunity to sit on the committee to review the 9% tax credit proposals that our region would support their applications and that she sat on a review committee for shelter operations.

- 4. Development Director's Report** – Brian Jennings reported on updates regarding the signed purchase and sales agreement for the Daybreak site and he is engaging with a design firm to begin site planning. The total amount of the Ecology Department grant will be \$95,000. Brian Jennings reporting that no additional updates are available on the University Road Site. Regarding the Cedar West – ADA enhancements, he reported that we have received limited response from concrete contractors and that this may be delayed until early fall. Additional requests for proposals for plumbing and electrical will go out shortly, however SHA plans to perform demolition, cabinetry, and painting in-house. Mr. Jennings stated that the deadline for the completion of the improvement is June 30th, 2022. Brian Jennings made a brief report on his progress on the Volunteers of America – Crosswalk Youth Shelter and the upcoming Housing Trust Fund application. Discussion occurred regarding the relocation of the remaining Scattered Sites residents and the uptick in relocation activity observed. The last item discussed was the progress on the Cornerstone, Pearl and Agnes Kehoe Place year 15 conversion of the partnership. Mr. Jennings stated that he had met with a consultant to evaluate the plumbing and envelop issues experienced in the buildings and that it may be caused by improper installation and copper pipes eroding from the inside.

5. New Business -

- a. Consideration of Resolution #750 to approve Ecology Grant Funding.** – Brian Jennings discussed the uses of the Ecology Grant funding for the Daybreak site and proposed uses of the funds. Commissioner James moved to adopt the Resolution, seconded by Commissioner McClenathen, all approved unanimously.

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b. Discussion about moving forward with the Strategic Plan – occurred during Executive Director’s report.

6. Adjournment – Chair Bailey adjourned the meeting at 4:28 PM.

DocuSigned by:
Chair Besse Bailey
Besse Bailey, Chair

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Secretary: Patricia Parr
Patricia Parr, Executive Director