

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

**Board Attendees:**

Besse Bailey, Chair

Keith James, Commissioner

Amber Waldref, Commissioner

Kammi Smith, Counsel

Kai Nevala, Vice Chair

Jenny McClenathen, Commissioner

Joycelynn Straight, Commissioner

**Staff Attendance:**

Pam Parr, Executive Director

Lori McGowan, CFO/Deputy Director

Brian Jennings, Housing Development Director

Reid Wells, Human Resource Manager

Kathy Clark, Controller

Carrie-Ann Frederickson, HAP Manager

Amanda Seybert, HAP Manager

**1. Convening of the Meeting** – Chair Bailey called the meeting to order at 3:34 PM.

**a. Public Hearings**

**i. Section 8 HCV Administrative Plan** – Hearing was opened at 3:34. Pam stated the revised Admin Plan was posted on the website for public review, for which no public comments were received. Hearing was closed at 3:35.

**ii. 2022 PHA Plan** – Hearing was opened at 3:36. Pam stated the PHA Plan was posted on the website for public review, for which no public comments were received. Hearing was closed at 3:37.

**b. Public comments** – None.

**c. Commissioner Comments** – None.

**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 McClenathen moved to approve the consent calendar, seconded by Commissioner James, all approved unanimously.

**3. Executive Director’s Report** – Pam Parr first introduced Amanda Seybert, who joined SHA as a Housing Programs Manager. The last few weeks have been difficult, with 10 staff out because of COVID-19 related absences. Staff were sent home to work and will be working from home through this week, at least. The Moving to Work application will be ready to submit after this meeting’s approval and one additional letter of support. The vendor for strategic planning will be coming to tour the property sites before the kickoff meeting in a few weeks. A class action lawsuit filed by several housing authorities against

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HUD to recoup public housing funds recaptured in 2012 was concluded with HUD choosing not to appeal further and the courts prevailing on the housing authorities' side. SHA has also applied for additional VASH vouchers. The Director of Housing Assistance Programs, Alex Liberman, resigned from his position last Friday, September 24, 2021. The executive team will discuss if staff will be reporting to the office next week. It may be a hybrid approach and will be announced later this week.

- 4. Development Director's Report** – Brian Jennings reported on the highlights of his report, the proposed projects of Daybreak and the Hifumi En sites. We should have a better idea of the development and characteristics of environmental considerations the second week of October for the Daybreak site. Work with the architect for initial concepts have been completed, with a total of 259 units between the two sites. Continued due diligence will come to the board at a later date. We assisted Volunteers of America with a Crosswalk youth shelter project Housing Trust Fund funding application. This project consists of overnight shelter and the second floor will be for longer-term stays. At Cedar West, plumbing and electrical upgrades will occur, starting with a conference call with the vendors. With Scattered Sites, we continue to move forward in reaching our goal. There are about 21 units waiting to relocate and 41 units have been sold. Our proceeds to date are about \$9.4 Million.

Commissioner Waldref joined the meeting at 3:57 P.M.

**5. New Business -**

- a. Motion of support for 5 PBV units from Proclaim Liberty for Liberty Park Expansion project** – Pam described the property and allowed the members of the public to speak on behalf of the project. Shannon Meagher spoke to a five-phase plan with renovation of existing units, adding an early learning childhood classroom, and additional new units. Shannon also described the funding being obtained from multiple sources. With the 5 project based vouchers, the property will be able to support low-income household's access to this property. A motion of support was made by Vice Chair Nevala to support the Liberty Park Expansion with 5 project based vouchers, and seconded by Commissioner James, all approved unanimously.
- b. Motion of support for 10 VASH PBV units from Spokane Housing Ventures for Vets on Lacey project** – This motion was pulled from consideration pending additional information to be submitted.
- c. Motion of support for 36 PBV units from Commonwealth Agency, Inc for Red Tail Townhomes project** – Pam described this property located in Liberty Lake, which has 72 total units, support services (including transportation), and has an area poverty rate of 5%. Commissioner Straight moved to support 36 project based voucher units at Red Tail Townhomes, seconded by Commissioner McClenathen, all approved unanimously. After additional discussion, all approved unanimously.
- d. Motion to reinstate and extend the COVID-19 Emergency Paid Administrative Leave (CEPAL) program** – Reid Wells discussed the need for a reinstatement and extension of the previous CEPAL program. Vice Chair Nevala stated this was discussed during the finance committee on September 27, 2021 and there

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were no concerns. Commissioner James moved to approve the reinstatement of CEPAL through the end of 2021, seconded by Commissioner McClenathen, all approved unanimously.

- e. Consideration of Resolution #751 for approval of the MTW Cohort #4 application** – Pam discussed an overview of the Cohort 4 application. Commissioner McClenathen moved to adopt Resolution #751, Vice Chair Nevala seconded, all approved unanimously.
- f. Consideration of Resolution #752 to approve a revised Admin Plan** – Pam discussed the revisions to the plan were surrounding the addition of Chapter 19 for the Emergency Housing Vouchers program. Other revisions were routine and related to HUD updates. Commissioner Straight asked about a change of language in the criminal history section and criminal screening, for which Pam provided clarification. Vice Chair Nevala moved to adopt Resolution #752, Commissioner Straight seconded, all approved unanimously.
- g. Consideration of Resolution #753 for approval of the 2022 Annual Plan** – Pam provided an overview of the Annual Plan update, which stems from a 5 year plan. Commissioner James moved to adopt Resolution #753, seconded by Commissioner Waldref, all approved unanimously.
- h. Consideration of Resolution #754 for revisions to SHA's Retention Policy** – Amanda Carpentier introduced the revisions to ensure current job titles and policy compliance. Commissioner James moved to adopt Resolution #754, seconded by Commissioner Waldref, all approved unanimously.
- i. Consideration of Resolution #755 for AHAP with Mother Theresa PBV units** – Pam discussed this resolution for which support was provided in a previous board meeting. This is necessary for the closing of this permanent supportive housing project. Commissioner Straight moved to adopt Resolution #755, seconded by Vice Chair Nevala, Commissioner James abstained for a potential conflict of interest, then all others approved unanimously.

**6. Adjournment** – Chair Bailey adjourned the meeting at 4:33 P.M.

DocuSigned by:  
Chair: Besse Bailey  
Besse Bailey, Chair

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Secretary: Pamela J Parr  
Pamela Parr, Executive Director