

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
October 25, 2021**

Board Attendees:

Besse Bailey, Chair

Keith James, Commissioner

Jenny McClenathen, Commissioner

Kammi Smith, Counsel

Kai Nevala, Vice Chair

Amber Waldref, Commissioner

Joycelynn Straight, Commissioner

Megan Livres, Counsel

Staff Attendance:

Pam Parr, Executive Director

Lori McGowan, CFO/Deputy Director

Diana Klasen, Director of Property Management

Brian Jennings, Housing Development Director

Kathy Clark, Controller

Amanda Seybert, HAP Manager

- 1. Convening of the Meeting** – Chair Bailey called the meeting to order at 3:31 PM.
 - a. Public comments** – None.
 - b. 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**

Vice-Chair Nevala moved to approve the consent calendar with the August HCD report, seconded by Commissioner James, all approved unanimously.

- 3. Executive Director’s Report** – Pam Parr shared the past month has been challenging having to oversee the Housing Assistance Program Department. Arielle Anderson was chosen as the new Director of the HAP Department will start on November 8th and has a variety of experience working with the homeless and crisis response system. Arielle will be joining the Executive Team for the strategic planning kick off. The executive order around COVID vaccinations does apply to staff and our contractors. We are working hard with Kammi Smith to roll this out and information was provided to staff last Monday. Any requested exemptions will be reviewed by legal staff. Pam reported the Move to Work application was submitted to HUD and it is likely to be March 2022 until results are announced. The upcoming strategic planning kicks off this week will result in many additional meetings with stakeholders and clients/tenants. We expect to see some ideas in January. Bezos Foundation is interested in bringing preschool to the Spokane area for free preschool education for low-income households. The vacant commissioner position is open for Spokane County, and we are waiting for an update from the County staff.

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4. Development Director's Report – Brian Jennings shared an update on scattered sites. There are about 21 households to relocate, with 2-3 units ready for listing next month. Net proceeds are at \$9.95 million. Traffic on listings remains high, though offers are coming in slower. Brian believes SHA remains in a competitive area of the market. Brian then reported on Daybreak and Hifumi En and shared a short slide presentation. The presentation provided project overviews, progress on land use and design, land schematics, progress on the environmental reports, environmental mitigation options, progress on financing and sources of funds, purchase and sales agreement schedule, and an overall roadmap of milestones for a late June 2022 closing.

5. New Business -

- a. Consideration of Resolution #756 to approve the Housing Choice Voucher Payment Standard and SAFMR** – Pam reported and described Voucher Payment Standards published by HUD each October. Housing authorities are allowed a range of 90% to 110% or need to request a waiver for anything higher. Pam then reviewed the proposed payment standards. Lori McGowan provided an overview of Housing Assistance Programs reserves and projected funds, which remains healthy. After discussion, Commissioner James moved to adopt Resolution #756, seconded by Vice Chair Waldref, then all others approved unanimously.
- b. Consideration of Resolution #758 to approve the execution of a HAP contract for project based vouchers at Sinto Commons** – Pam discussed the Sinto Commons project, which is almost through its construction period. Once they are issued a certificate of occupancy, they can start leasing up. All documentation needed to move forward has been received. A request for 22 vouchers was previously supported by the board. Commissioner McClenathen moved to adopt Resolution #758, seconded by Commissioner Straight, all others approved unanimously.

6. Adjournment – Chair Bailey adjourned the meeting at 4:46 P.M.

DocuSigned by:
Chair: Besse Bailey
Besse Bailey, Chair

DocuSigned by:
Secretary: Pamela J Parr
Pamela Parr, Executive Director