

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
November 29, 2021**

Board Attendees:

Besse Bailey, Chair

Keith James, Commissioner

Jenny McClenathen, Commissioner

Randy Bustamante, Commissioner

Kai Nevala, Vice Chair

Amber Waldref, Commissioner

Joycelynn Straight, Commissioner

Staff Attendance:

Pam Parr, Executive Director

Lori McGowan, CFO/Deputy Director

Diana Klasen, Director of Property Management

Brian Jennings, Housing Development Director

Arielle Anderson, Director of Housing Programs

Kathy Clark, Controller

Reid Wells, HR Manager

Amanda Seybert, HAP Manager

Amanda Carpentier, Communications Coordinator

- 1. Convening of the Meeting** – Chair Bailey called the meeting to order at 3:32 PM.
 - a. **Public comments** – None.
 - b. **Amanda Carpentier Assisted in the Swearing in of Randy Bustamante.**
 - c. **Commissioner Comments** – Commissioner Bustamante introduced himself to the Board. Chair Bailey, Vice-Chair Nevala, Commissioner McClenathen, Commissioner Waldref, and Commissioner Straight introduced themselves to Commissioner Bustamante. Commissioner James commented on an article regarding efforts in local banks and businesses to make a formative effort in addressing homelessness in Spokane. Commissioner Straight noted she would need to leave the meeting at 4:30 P.M.

- 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 discussed recruitment efforts and being down to four remaining openings. Pam then introduced Arielle as the Director of Housing Programs, who has already stepped in and lightened Pam’s workload. The preliminary results of the salary survey have been received and briefly reviewed with the Finance Committee. There is

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some additional discussion to occur internally and final budgeting to firm up before bringing this to the staff and full board. Overall, salaries are close to market and benefits are above market. SHA has received 50 additional VASH vouchers. The strategic planning is being worked on by the planner, looking at stakeholders and gathering information. Pam congratulated Commissioner Straight and Lori McGowan on their appointments to NAHRO committees.

- 4. Development Director's Report** – Brian Jennings focused on a couple of items from his formal report. First, Brian discussed due diligence with the Daybreak site as a 4% project, and a separate timeline for Hifumi En as a 9% LIHTC project. Commissioner Straight asked for an update on the brownfield funds for the Daybreak site, for which Brian discussed further as part of the due diligence process. Brian then touched on the concept of turnkey development. Commissioner McClenathen asked for an update on the scattered sites sale progress. Brian reported it has slowed down and is hopeful for one or two units to list in December. Additional discussion occurred over a development pipeline, including land acquisition.
- 5. New Business -**
- a. Consideration of Amended Resolution #751 for the Moving To Work Cohort Four Application** – Pam discussed the need for a revised resolution, as requested by HUD, for the Cohort #4 application to be accepted. Vice-Chair Nevala moved to adopt the Amended Resolution, seconded by Commissioner McClenathen, all approved unanimously.
 - b. 2022 Board Meeting Schedule** – There were no questions or concerns.
 - c. Annual Meeting**
 - i. Nomination of Chair/Vice-Chair** – Commissioner James nominated Chair Bailey and Vice-Chair Nevala to remain in their current positions. Commissioner McClenathen seconded the nomination, and all approved unanimously.
 - ii. Nomination of Committee Members – Nominations were made by Vice Chair Nevala, seconded by Commissioner Waldref, all agreed unanimously to the following assignments:**
 - **Development Committee – Commissioner Bustamante, Commissioner James, and Commissioner McClenathen.**
 - **Finance Committee – Chair Bailey and Vice-Chair Nevala.**
 - **Policy Committee – Commissioner Waldref and Commissioner Straight.**

6. Adjournment – Chair Bailey adjourned the meeting at 4:19 P.M.

DocuSigned by:
Chair: Besse Bailey
Besse Bailey, Chair

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Secretary: Pamela J Parr
Pamela Parr, Executive Director