

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
December 20, 2021**

Board Attendees:

Besse Bailey, Chair

Keith James, Commissioner

Joycelynn Straight, Commissioner

Kammi Smith, Counsel

Kai Nevala, Vice Chair

Amber Waldref, Commissioner

Randy Bustamante, Commissioner

Board Absentees:

Jenny McClenathen, 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 3:33 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**

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

- 3. Executive Director’s Report** – Pam Parr discussed the 2022 budget, which should be ready for the board in January. The next strategic planning session is on January 27th. Resident meetings are occurring the 4th and 5th of January. Since her report was written, Arielle Anderson has been working on a return-to-work policy for the Housing Programs Department. Arielle provided some general details about the plan, which will include the most current Spokane Regional Health District guidelines. In part, this plan is to focus on the teamwork needed to meet our goals. Lori McGowan also provided some insight regarding the backlog of certifications remaining for 2021, noting potential ability to streamline further and what non-compliance may entail. In talking with industry leaders, all

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housing authorities are behind in their 2021 recertifications. SHA has looked internally and formulated a transitional plan to be caught up by January 21, 2022. Pam then discussed the need to provide financial incentive for all staff to achieve the work ahead of them over the next month. Additionally, a recent HUD notice may allow for an extension on waivers currently in place, for which Pam submitted extended waivers for voucher issuance length, and higher payment standards.

4. Development Director's Report – Brian Jennings updated the board on the Daybreak project, where due diligence is continuing including identifying funding for site cleanup. Brian also discussed the upcoming efforts and discussions to define SHA's development process, milestones, and acceptable practices.

5. New Business

a. Discussion to approve Resolution #757 regarding an AHAP for Highland Village. – Pam discussed this project, which includes the need for affordable housing for households in the Airport's accidental potential zone. Paul Trautman, of Community Frameworks) provided some background on Highland Village. The property is located in Airway Heights, ready for occupancy and are looking for 8 project based vouchers. The area where these units are located has a poverty rate over 25%. Since 2019 when the census was performed, the casino has doubled in size and the Amazon Fulfillment center was developed and opened. After discussion, Commissioner Waldref moved to adopt Resolution #757, seconded by Commissioner James, all approved unanimously.

b. Discussion for authorization for Pam Parr to enter into project based Housing Assistance Payments contracts (existing housing) and/or Agreements to Enter into HAP Contracts (new construction) as directed by ALTA for the DSHS – Aging and Long-Term Care Bridges Program. – Pam provided background of the Bridges Program, which SHA runs for the State of Washington. There is a Catholic Charities development in planning, in Pasco, which DSHS/Bridges would like to have project based for their clients. Since the funding comes from the State of Washington, the board can elect for Pam to enter into contracts as directed by DSHS. The contracts would specify the expectation of funding from the State in order to fund these project based vouchers. The board members agreed to this plan and there were no objections raised.

6. Adjournment – Chair Bailey was experiencing phone issues, so Commissioner James adjourned the meeting at 4:21 P.M.

DocuSigned by:
Chair Besse Bailey
Besse Bailey, Chair

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Secretary: Pamela J Parr
Pamela Parr, Executive Director