

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
February 28, 2022**

1. Convening of the Meeting – Chair Bailey called the meeting to order at 3:31 PM.

a. Roll Call

Board Attendees:

Besse Bailey, Chair	Kai Nevala, Vice Chair
Amber Waldref, Commissioner	Keith James, Commissioner
Joycelynn Straight, Commissioner	Jenny McClenathen, Commissioner
Randy Bustamante, Commissioner	Kammi Smith, Counsel

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 Carpentier, Communications Coordinator
Erin Larson, Project Coordinator
Chelsey Canton, Eligibility Specialist
Jolene Baumunk, Housing Programs Specialist

b. Public comments – None.

c. Commissioner Comments – Commissioner Waldref thanked staff for the tour at Sinto Commons. Chair Bailey also commented on the tour, as a good site and building. Chair Bailey also congratulated staff on receiving an award for Moving to Work.

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

3. Executive Director’s Report – Pam Parr discussed the recruitment going on, and the need for a Policy Analyst for the Moving to Work program. Pam reminded the board she will not be at the March meeting, so Lori McGowan will lead it. The employee handbook is being revised and should come to the policy committee meeting in early March. The policy committee will also review changes to the Administrative Plan, which includes a residency

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preference. For strategic planning, a meeting has been scheduled on March 10th. The salary survey and budget will be reviewed with the Finance Committee on March 2nd followed by a special board meeting the first full week of March. Hifumi En's current program structure is on the path to have tenant protection vouchers and funding transferred to units which exist in the community. Chair Bailey asked about rent increases and how they are affecting the households we serve, for which Pam discussed the current difficulties for households experiencing significant rent increases and landlords who do not understand the new Just Cause eviction requirements in Washington.

4. Development Director's Report – Brian Jennings updated the board on RAD conversion and relocation. There is \$10.2 Million in proceeds with less than 20 units remaining to sell. He introduced Erin Larson, Project Coordinator, who provided an update on the RAD conversion, and the plan to relocate the remaining households in 2022. There has been an increase in available units; however, a relatively high number are over the voucher payment standard. Many households are moving to tax credit properties with their voucher. Brian then provided an update on the status of Daybreak. In the development committee meeting, Daybreak financing and brownfields efforts was discussed in detail. With several uncertainties, this project will not move forward at this time. Next project SHA will focus on is acquisition of the Sanborn site for the redevelopment of Hifumi En.

5. New Business

- a. Consideration of Resolution #763 regarding Board Approval of Cedar West Construction Contract** – Brian led discussion on the bid process, which was awarded to Walker Construction. Commissioner Bustamante moved to approve Resolution #763 as presented, seconded by Commissioner McClenathen, Vice Chair abstained as he was away from the meeting for a few moments. All others approved unanimously.
- b. Consideration of Resolution #764 regarding updated utility allowances** – Pam provided an overview of the annual process of reviewing utility allowances, which is currently completed by a third party, and discussed questions as presented. Commissioner Waldref moved to adopt Resolution #764 then seconded by Vice Chair Nevala, all approved unanimously.

6. Adjournment – Chair Bailey adjourned the meeting at 4:24 P.M.

DocuSigned by:
Chair: Besse Bailey
Besse Bailey, Chair

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Secretary: Lori McGowan
Pamela Parr, Executive Director
Acting Secretary, Lori McGowan