

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
February 27, 2023**

1. Convening of the Meeting – Chair Bailey called the meeting to order at 3:30pm.

a. Roll Call

Board Attendees:

Besse Bailey, Chair
Joycelynn Straight, Vice Chair
Kai Nevala, Commissioner
Randy Bustamante, Commissioner
Jenny McClenathen, Commissioner
Marcus Kelsey, Commissioner
Kammi Smith, Counsel

Board Absentees:

Kristina Walker, Commissioner

Staff Attendance:

Pam Parr – Executive Director
Lori McGowan – CFO/Deputy Director
Arielle Anderson, Director of Housing Assistance Program
Brian Jennings, Housing Development Director
Kathy Clark, Controller
Reid Wells, Human Resources Manager
Amanda Carpentier, Executive Assistant

- b. Oath of office for Marcus Kelsey** – Kammi Smith performed the oath of office with Marcus Kelsey.
- c. Public Hearing regarding the Revised 5 Year PHA Plan, Revised Annual Plan, and MTW Supplement** – The public hearing was opened at 3:32pm by Chair Bailey. With no public comments received or public in attendance, the Chair closed the public hearing at 3:33pm.
- d. Public comments** – None.
- e. 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**

Chair Straight moved to approve the consent calendar, seconded by Commissioner Bustamante. All approved unanimously.

3. Executive Director's Report – Pam Parr shared an overview of the strategic planning dashboard meetings, which started the week of February 21st. They were interactive meetings, where now Pam will work on draft dashboards to come back and report to the board. Reid provided supervisor training around staff engagement. As part of this discussion, Lori and Pam will be visiting properties on a quarterly basis. In accordance with the 2023 budget, a small reorganization of the Housing Programs department will be in place by March 1st. Arielle Anderson, Director of Housing Programs, also reported staff are looking forward to the changes. Transitions are also occurring within the executive team, finance department, and property management. Brian Jennings, Housing Development Director, has accepted a position with the Spokane Transit Authority and will be a great connection for Spokane Housing Authority in that realm. The Moving to Work ACC has been approved by HUD; however, we are waiting for the HUD system to be available to submit the Moving to Work Supplement. We received an award for the Family Self Sufficiency grant, which includes the ability to hire a full-time staff to manage this program. Arielle provided an update of progress with the backlog of annual certifications and Nan McKay's assistance in catching up by the end of March. Pam then provided a general legislative report from her attendance at SLIHC and AWAHA, where there are several policies around rent control, rental assistance, and tenants' rights. She will report back next month with additional information.

4. Development Director's Report - Housing Development Director, Brian Jennings, reported on a bid for Hifumi En for architectural and moving forward with this. In regards to the sale of RAD properties, offers continue to come in, and there are 6 houses remaining. Brian and Pam had some meetings with other agencies to consider land banking or land acquisition. The Chair, Vice Chair, and Commissioners all wished Brian well and thanked him for his time at Spokane Housing Authority.

5. New Business –

- a. Resolution #785 for approval of an Amended 5-Year and Annual PHA Plan with the Moving to Work Supplement** – Pam shared with the board the updates needed to reflect our strategic planning and moving to work supplement. Commissioner McClenathen moved to adopt Resolution #785, second by Commissioner Nevala, all approved unanimously.
- b. Resolution #786 for submission of the Housing Choice Voucher program SEMAP Score** – Arielle shared background information about the SEMAP self-assessment and an overview of the score of 96%. Vice Chair Straight moved to adopt Resolution #786, seconded by Commissioner Nevala, all approved unanimously.
- c. Board Committee Assignments** – Chair Bailey started the discussion, with in input from commissioners, the slate was formed, as follows:
 - i. Development Committee** – Commissioner Bustamante, Commissioner McClenathen, and Commissioner Kelsey
 - ii. Finance Committee** – Chair Bailey, Commissioner Nevala
 - iii. Policy Committee** – Vice Chair Straight, Commissioner WalkerCommissioner Bustamante moved to approve the listed slate of committee members, seconded by Commissioner McClenathen, all approved unanimously.

6. Adjournment – Chair Bailey adjourned the meeting at 4:32pm.

Chair: 
Besse Bailey (Mar 28, 2023 08:35 PDT)

Besse Bailey, Chair

Secretary: 

Pam Parr, Executive Director