

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
June 26, 2023**

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

a. Roll Call –

Board Attendees:

Besse Bailey, Chair
Randy Bustamante, Commissioner
Jenny McClenathen, Commissioner
Marcus Kelsey, Commissioner
Kai Nevala, Commissioner
Jackie Babol, Commissioner
Ben Rascoff, Counsel

Board Absentees:

Joycelynn Straight, Vice Chair

Staff Attendance:

Pam Parr, Executive Director
Lori McGowan, Deputy Executive Director
Arielle Anderson, Director of Housing Assistance Program
Kathy Clark, Director of Finance
John Chatburn, Director of Asset Management
Paul Trautman, Development Manager
Reid Wells, Human Resources Manager
Amanda Rollins, Executive Assistant

b. Public comments – None.

c. 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 McClenathen moved to approve the consent calendar, seconded by Commissioner Kelsey, all approved unanimously.

3. Executive Director’s Report – Pam Parr introduced John Chatburn, Director of Asset Management and Paul Trautman, Development Manager, both who provided a quick introduction. Supervisor training was postponed and will be rescheduled. The Moving to Work supplement was approved, and we’ll soon be discussing flexibilities to begin in 2024. For strategic planning dashboards, after reviewing notes,

Arielle and Reid are working on a roadmap to start to define dashboard measurements. Pam will bring another update about strategic planning next month. Pam introduced Ben Rascoff, who is the new designated counsel from Winston-Cashatt for Spokane Housing Authority. Kathy Clark, Finance Director, reported on the Emergency Voucher Program audit, which a final report should come in late July. The exit conference was very positive. Scattered Sites sales continue to progress, one sale will close by June 30, 2023. For the remaining units, some discussions with HUD have occurred to streamline the sale of these remaining units. Arielle Anderson, Director of Housing Programs, provided an update of work performed by Nan McKay, which should be complete by July 31, 2023.

John Chatburn provided a development update, including the project status of Hifumi En II, selection criteria for sites/project pipeline, and learning the properties in the SHA portfolio.

4. New Business –

- a. **Appointment of Commissioner Babol to a Board Committee** – Commissioner Nevala moved to appoint Commissioner Babol to the Policy Committee, Commissioner McClenathen seconded, all approved unanimously.
- b. **Consideration of out-of-region travel for Todd Miller, Lori McGowan, and Pam Parr** – Pam and Lori provided an overview of requested travel. Commissioner Bustamante moved to approve the requested out-of-region travel as discussed, seconded by Commissioner Kelsey, all approved unanimously.
- c. **Consideration of Project Based Voucher units for Sunset Apartments** – Arielle provided an overview of this request, asking for an initial motion of support.

Commissioner Babol arrived in person at 3:58pm.

This is a family oriented project of 59 units with Take Up the Cause and Catholic Charities. Commissioner McClenathen recused herself due to potential conflict of interest. Commissioner Kelsey moved to approve project based units for Sunset Apartments, Commissioner Bustamante seconded and all others approved unanimously.

- d. **Consideration of adoption of a Food at Work Policy** – Reid Wells, Human Resources Manager, provided an overview of the proposed policy. After discussion, Commissioner Nevala moved to adopt the Food at Work Policy as presented, seconded by Commissioner McClenathen, all approved unanimously.

5. Adjournment – Chair Bailey adjourned the meeting at 4:16pm.

Chair: 
Besse Bailey (Oct 2, 2023 10:17 PDT)

Besse Bailey, Chair

Secretary: 

Pam Parr, Executive Director












SHA Board Documents from 9/25

Final Audit Report

2023-10-03


Created:	2023-10-02
By:	Amanda Rollins (arollins@spokanehousing.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOninUgtDdZ6IP-JwHfREMvEIuZiPIAdg

"SHA Board Documents from 9/25" History


-  Document created by Amanda Rollins (arollins@spokanehousing.org)
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-  Document emailed to Pam Parr (pparr@spokanehousing.org) for signature
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-  Document e-signed by Pam Parr (pparr@spokanehousing.org)
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-  Signer jsbusbills@yahoo.com entered name at signing as Joycelynn Straight
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