

**Spokane Housing Authority
Board of Commissioners Special Meeting
Minutes
September 28, 2023**

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

a. Roll Call

Board Attendees:

Besse Bailey, Chair
Joycelynn Straight, Vice Chair
Marcus Kelsey, Commissioner
Randy Bustamante, Commissioner
Kai Nevala, Commissioner
Jenny McClenathan, Commissioner
Jacqueline M. Babol, Commissioner
Ben Rascoff, Counsel

Staff Attendance:

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

- a. Public Hearing for the 2024 PHA Annual Plan** – One member of the public attended the meeting, Jennifer Wilcox, who appreciates Spokane Housing Authority and how hard we work!
- b. Public comments – No additional Commissioner comments**
- c. Commissioner Comments** – Commissioner Babol commented on the nice tour she attended with Commissioner Nevala and Vice Chair Straight. John Chatburn provided the tour of the Spokane Housing Authority properties, which were enjoyed and good to see for who we are providing affordable housing. Chair Bailey commented on the Finance Committee’s discussion regarding liquidity and reinvestment of monies.

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 Nevala moved to approve, Commissioner McClenathan seconded, all approved unanimously.

3. Executive Director’s Report – Pam Parr reported on the all staff appreciation picnic, which occurred at Manito Park in mid-September. Staff enjoyed themselves and it was good to have some time for

comradery and connecting with each other. For Justice, Equity, Diversity, and Inclusion training, Reid is working on additional trainings to enrich staff's prior training. The Family Self-Sufficiency program is off to a strong start, along with Moving to Work. We're also moving forward with a software conversion, which is 'live' October 1st. Strategic Planning is moving forward, with Lori working closely with department directors and will provide an update in October. Scattered Sites Sales update – there are 5 remaining properties to sell. Tenants of those remaining units are being relocated, with a relocation goal date of the end of October. Pam then reported on several of the meetings attended over the past few months.

- 4. Development Report** – John Chatburn discussed the Hifumi En Project with the investor RFP coming in with several strong proposals. We applied for and were awarded HOME funds for 2 additional units with the new project design for \$556,000. The first construction cost estimate should be submitted in a couple of weeks. We are on track for a February 2024 closing. Other things being worked on are the 15-year exit for Cornerstone, Pearl and Agnes Kehoe; updating capital needs assessments for long-term planning; site acquisition is ongoing as potential projects become available.

5. New Business

- a. Site Selection Criteria** – John Chatburn discussed the provided criteria developed and reviewed by the Development Committee. The criteria includes several categories, which are scored to assist in making a decision on potential acquisition of a site. A due diligence section provides additional guidance to assist staff before bringing a site to the board for consideration.
- b. Request for approval of Out-of-Region Travel** – Commissioner Nevala moved to approve out-of-region travel for Lori McGowan, seconded by Commissioner Bustamante, all approved unanimously.
- c. Resolution #795 to approve the 2024 PHA Annual Plan with FSS Plan and MTW Supplement** – Pam Parr discussed the changes in the MTW supplement. After discussion, Commissioner Bustamante moved to adopt Resolution #795, seconded by Commissioner Kelsey, all approved unanimously.

Chair Bailey adjourned the regular meeting into an Executive Session for 13 minutes at 4:37pm.

- 6. Executive Session** regarding items related to:
- a.** RCW 42.30.110 (b) "To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price."
 - b.** RCW 42.30.110 (i) "To discuss with legal counsel... representing the agency litigation or potential litigation."

Chair Bailey closed the Executive Session and readjourned the regular meeting at 4:50pm.

2. Adjournment – Chair Bailey adjourned the meeting at 4:51pm.

Chair: *Besse Bailey*
Besse Bailey (Dec 6, 2023 09:04 PST)

Besse Bailey, Chair

Secretary: *Pam Parr*

Pam Parr, Executive Director


SHA Board Documents from October 2023


Final Audit Report


2024-01-11


Created:	2023-12-06
By:	Amanda Rollins (arollins@spokanehousing.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqQTdma5iHXI86nadOfxEteMUCfgDIxy-


"SHA Board Documents from October 2023" History


 Document created by Amanda Rollins (arollins@spokanehousing.org)
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2023-12-06 - 0:30:44 AM GMT


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2023-12-26 - 5:57:27 PM GMT


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2024-01-09 - 5:50:32 PM GMT

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2024-01-09 - 5:51:05 PM GMT

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2024-01-09 - 6:43:06 PM GMT

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2024-01-11 - 5:12:51 PM GMT

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