

**Spokane Housing Authority  
Board of Commissioners Meeting  
Minutes  
June 23, 2025**

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

**a. Roll Call**

**Board Attendees:**

Kai Nevala, Chair  
Jenny McClenathen, Vice Chair  
Besse Bailey, Commissioner  
Randy Bustamante, Commissioner  
Marcus Kelsey, Commissioner  
Jacqueline M. Babol, Commissioner  
Katherine Zemke, Commissioner  
Dan Gibbons, Counsel

**Staff Attendance:**

Pam Parr, Executive Director  
Lori McGowan, Deputy Executive Director  
Kathy Clark, Director of Finance  
John Chatburn, Director of Asset Management  
Kelly Keenan, Director of Housing Programs  
Zili Chang, Intergovernmental Affairs Manager  
Amanda Rollins, Administrative Services Manager

**b. Public Comment** – Eliza Billingham joined the meeting from Spokane Public Radio and is interested in the item involving Colville.

**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 Kelsey moved to approve, Vice Chair McClenathen seconded, all approved unanimously.

**3. Executive Director’s Report**

Pam Parr highlighted the salary survey progress, with an upcoming board work session to occur in July or August. We have completed the annual staff survey, which we’ll discuss with departments in July and the board at a later date. We had several staff apply for this year’s NAHRO LEADership cohort and selected Wade Schulz, maintenance mechanic. As a NAHRO fellow, Pam will be working with other NAHRO fellows on a training session and panels for the next NAHRO sessions. Several Strategic Partner meetings have occurred and we’re obtaining feedback and input. Kelly and his team are working hard on the foster youth initiative program for youth aging out of foster care. Pam and Zili met with Representative Baumgartner to discuss housing and SHA. The Kaniksu Village property is undergoing a capital needs assessment. Since Rural Resources cannot manage the property prior to ownership, SHA may subcontract with Rural Resources in the interim.

#### 4. Asset Management Report

John Chatburn shared progress on the Hifumi property, including abatement of asbestos at the old building. Orchard Vista closed on Wednesday, June 18<sup>th</sup>. Equipment is onsite and we foresee some kind of groundbreaking (with Senator Murray or other officials). Chalice Place has been presented for potential 9% tax credits but were not selected at the initial level. SHA will still submit Chalice Place as a backup project; in case the primary project cannot come to fruition. Cornerstone/Pearl/AKP items are moving forward. Parsons' elevator project has been delayed until September by the contractor. RAD Scattered Sites has 3 remaining properties, and staff are meeting weekly to move these forward and get them completed.

Vice-Chair McClenathen's left the meeting.

#### 5. New Business

- a. **Consideration of Resolution #846 for the HAP Contract for 35 project based vouchers at Colville Family Haven** – Kelly Keenan provided an overview of the history behind this allocation of PBVs. A final building's temporary certificate of occupancy is expected in July. These units will assist those experiencing homelessness in the Colville area. Commissioner Zemke moved to adopt Resolution #846, seconded by Commissioner Bustamante, all approved unanimously.
- b. **Consideration of Resolution #847 for the Core Relief software through a contract with Yardi Software** – Lori McGowan provided some background of the need for the Core Relief, which involves contracts with DSHS and HCA to provide short-term rental assistance in Washington State. Core Relief will provide workflows, applications, and reporting geared towards short-term assistance. Lori reviewed the proposed costs and risks to SHA. The administrative fees received from grants will cover the ongoing cost of Core Relief and there are separate funds to cover the software implementation. Commissioner Bustamante moved to adopt Resolution #847, seconded by Commissioner Babol, all approved unanimously.
- c. **Consideration of Resolution #848 for an amendment to the Master Development Agreement for Orchard Vista** – John Chatburn provided an overview of the need for the amendment. Commissioner Bailey moved to adopt Resolution #848, seconded by Commissioner Kelsey, all approved unanimously.
- d. **Consideration of Resolution #849 for the ratification of Orchard Vista loan amounts** – John confirmed that the amount overall loans overall did not change; however, specific loan amounts resulting in lower interest. Commissioner Bustamante moved to adopt Resolution #849, seconded by Commissioner Zemke, all approved unanimously.

6. **Adjournment** – Commissioner Bustamante moved to adjourn the meeting, seconded by Commissioner Bailey, all approved unanimously to adjourn the meeting at 4:16 pm.

The next regular meeting of the SHA Board of Commissioners is scheduled as an in person meeting on July 28, 2025.

Chair: Jenny McClenathen  
Jenny McClenathen (Aug 5, 2025 08:54:43 PDT)  
Kai Nevala, Chair

Jenny McClenathen, Vice Chair

Secretary:   
Pam Parr, Executive Director