

**Spokane Housing Authority  
Board of Commissioners Meeting  
Minutes  
July 28, 2025**

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

**a. Roll Call**

**Board Attendees:**

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

**Board Absentees:**

Kai Nevala, Chair

**Staff Attendance:**

Pam Parr, Executive Director  
Kathy Clark, Director of Finance  
John Chatburn, Director of Asset Management  
Michelle Gallegos, Housing Programs Manager  
Zili Chang, Intergovernmental Affairs Manager  
Reid Wells, Human Resource Manager  
Amanda Rollins, Administrative Services Manager

**b. Public Comment** – 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 Kelsey moved to approve the consent agenda, seconded by Commissioner Bustamante, all approved unanimously.

**3. Executive Director’s Report**

Pam Parr noted the farewell to Art Beyer, Maintenance Mechanic, who recently retired after 14 years with SHA. He was a cornerstone for staff and for tenants at Agnes Kehoe Place and will be missed. Staff are currently working on development of a leadership training program for any interested staff, to encourage personal and professional development. The appreciation picnic will be August 13<sup>th</sup> at noon, at Franklin Park and commissioners are welcome to join, but please let Pam know. The salary survey is nearing completion and a board work session on August 24<sup>th</sup> will review the results and the recommended implementation. Union negotiations are to start in August for a new effective date in 2026. Strategic Plan partner meetings have slowed down during the summer months, and we have

one on the agenda in September with the Community Development Advisory Committee. An introductory meeting with Representative Baumgartner in June was received well, where we provided information about SHA and offered our assistance to the Representative during his term. Kaniksu Village continues to move forward while receiving ongoing technical assistance. SLIHC has held several small group meetings focused on the future of SLIHC, including how membership needs to evolve beyond affordable housing providers.

#### 4. Asset Management Report

John Chatburn provided insight into a recent SWAT incident at Valley 206 apartments, whereby an unauthorized person hid in an attic and buildings were damaged in the process of arresting the fugitive. John and staff have been working with insurance for mitigation and repairs. Hifumi En's staff are working closely with the SHA services team with tenants on setting ground rules with the new building. Demolition of the old Hifumi should take place in September after asbestos remediation is complete. Construction is underway at Orchard Vista, with concrete work taking place. The Keystone Rehab (Cornerstone, Pearl, and Agnes Kehoe Place) is taking shape, with recent scoping site visits. Initial rehab numbers should be coming in August. Staff are working to issue an RFP/RFQ this fall for a childcare operator at Orchard Vista. SHA plans on retaining ownership of the land and building. Capital needs projects continue to progress, including the Parsons elevator replacement being delayed until September, fire suppression at Heritage Heights now in the permit stage, and looking at the budgeting process to possibly include some insourcing of grounds care, snow removal, and janitorial.

- 5. Intergovernmental Affairs Report** – Zili Chang reported an overview of the One Big Beautiful Bill Act signed in to law on July 4, 2025, which includes significant cuts to federal spending on Medicaid and SNAP food assistance. This will affect low-income families in Washington, including residents and participants served by SHA. These programs work together to make the cost of living affordable, so one more dollar spent on healthcare or food is one less dollar available for housing. From the time the board packet was sent additional developments on the Federal Appropriations for Fiscal Year 2026 Transportation, Housing and Urban Development (THUD) show mixed recommendations which differ from the President's budget. This includes the following comparisons to the Fiscal Year 2025 enacted budget, which will be further negotiated by the full chambers at the House and Senate:

Topic	House	Senate
Housing Assistance Payments	Level funding	+\$1,829M
HAP Admin Fees	-\$796M	+135M
Tenant Protection Vouchers w/use for transfer from EHV	+\$38M	+\$93M
VASH	-\$15M	Level funding
FUP/FYI	Level funding	Level funding
Mainstream Vouchers	Level funding	+\$67M
FSS	-\$16M	+\$15M
CDBG	Level funding	-\$200M
Home	-\$1,250	Level funding

Staff will continue to monitor the development of the FY26 appropriations and provide updates in coming meetings.

#### 6. New Business


- a. Motion for approval of out-of-region travel for National NAHRO** – Amanda Rollins provided an overview of the request for two staff to attend National NAHRO. Commissioner Baily moved to approve the request, Commissioner Bustamante seconded, and all approved unanimously.

- b. Motion for approval of adopting a Privacy Notice** – Amanda shared an overview of the need for a privacy policy and with no questions, Commissioner Bustamante moved to approve the Privacy Notice, seconded by Commissioner Kelsey, all approved unanimously.
- c. Consideration of Resolution #850 for a HAP Agreement for PBV units at Liberty Park Expansion** – Michelle Gallegos presented the request for staff to sign a HAP Agreement for 5 project based voucher units at Liberty Park Expansion. Commissioner Bustamante moved to adopt Resolution #850 as presented, seconded by Commissioner Babol, all approved unanimously.
- d. Second Quarter Strategic Plan Update**
  - i. Housing Supply** – John Chatburn presented a 'Housing 101' on the basics of pre-development, funding, and the development process along with a current project pipeline which nicely illustrates the flow of projects and workload of staff.
  - ii. Annual Staff Survey** – Reid Wells and Pam Parr discussed the results of the 2025 staff survey and compared it with results from 2024. Overall, scores resulted in slight improvements and additional insight with key concerns around safety, workloads, opportunities, and communication. The executive team is working on several action items to address these concerns and key issues.

**7. Adjournment** – Commissioner Kelsey moved to adjourn the meeting, seconded by Commissioner Bailey, all approved unanimously to adjourn the meeting at 4:41pm.

The next meeting of the SHA Board of Commissioners is scheduled for September 22 at 3:30pm as a virtual meeting.

Chair:   
Jenny McClenathen (Sep 23, 2025 09:30:02 PDT)  
Kai Nevala, Chair  
Jenny McClenathen, Vice Chair/Acting Chair

Secretary:   
Pam Parr, Executive Director