

Spokane Housing Authority
Board of Commissioners and Annual Meeting
Minutes
November 24, 2025

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

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
Dan Gibbons, Counsel

Staff Attendance:

Pam Parr, Executive Director
Lori McGowan, Deputy Executive Director
Kathy Clark, Director of Finance
Kelly Keenan, Director of Housing Programs
Paul Trautman, Development Manager
Zili Chang, Intergovernmental Affairs Manager
Reid Wells, Human Resource Manager
Amanda Rollins, Administrative Services Manager

b. Public Comment – None.

c. Commissioner Comments – Chair Nevala asked how vendors can find out if RFP/RFQs are available.

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

Vice Chair McClenathen moved to approve the consent agenda, seconded by Commissioner Bustamante, all approved unanimously.

3. Asset Management Report

Paul Trautman provided an update for Asset Management, including progress on Hifumi En’s development and working on getting some solar panels for the second building. Amazing progress can be seen at the development of Orchard Vista, which is moving quickly for a June lease up. For the childcare center, we are waiting for grant funding to be announced in March. Chalice Place funding documents were submitted with funding announcements in February and we’re continuing to work with Whitworth Water to rectify potential usage concerns. Keystone rehabilitation will start in early 2026 starting with transitioning to more efficient all-in-one HVAC units. The Parsons elevator and pump station at Heritage Heights should be completed in mid-December. Lori McGowan provided

an update on the Scattered Sites, which one is waiting for HUD approval, and one remaining household to relocate.

4. Executive Director's Report

Pam Parr thanked the board and staff for pivoting at the last board meeting, where she and Lori had emergency situations. For the upcoming Resident Commissioner appointment, Tammy is unable to join us today, but if appointed will attend in December. In meeting with the AFLCIO pension fund, they have significant funds to invest in housing. A separate but related meeting involved growing training and internship programs for related housing trades. HUD is working on the information we've submitted for Kaniksu Village and approved a rescheduled inspection to February. Lori provided updates on a meeting with Enterprise Community Partners. They have a hope and home initiative to utilize underutilized land for early learning centers. Information was shared about how Enterprise may assist us with Orchard Vista childcare development and local organizations that would be additional partners in this venture. Lori also had a meeting with Spokane County Commissioner Waldref about the childcare center and other items of interest. Lori also reported that she and Zili met with Representatives Rob Chase and separately with Representative Natasha Hill to discuss SHA, upcoming bills, and our goals.

5. Union Contract Negotiations – Discussion – Pam provided an overview of the ongoing Union negotiations, of which a few items remain. This includes floor and cap of COLA, paid time off accrual for first 3 years of employment, and holidays/floating holidays. A formal recommendation will come to the board in December.

6. New Business

a. Recommendation to Appoint new Resident Commissioner – Tammy Marshall – Pam provided background on the recent interviews and along with Commissioners Bailey and Kelsey recommend the board appoint Tammy Marshall as the Resident Commissioner. Commissioner Kelsey moved to appoint Tammy Marshall to the Resident Commissioner position, seconded by Commissioner Bailey, all approved unanimously.

b. Annual Meeting

1. Nomination and Election of Officers and Committee Assignments

Chair: Commissioner Nevala

Nominated by Vice Chair McClenathen, seconded by Commissioner Bustamante, Chair Nevala all approved unanimously.

Vice Chair: Commissioner McClenathen

Nominated by Commissioner Bailey, seconded by Commissioner Kelsey, all approved unanimously.

Development Committee: Commissioner Bustamante, Commissioner Babol, Commissioner Kelsey

Finance Committee: Chair Nevala, Vice Chair McClenathen, Commissioner Bailey

Policy Committee: Commissioner Kelsey, Commissioner Babol, Commissioner Marshall

After discussion Commissioner Bustamante moved to approve the above named committee assignments, seconded by Vice Chair McClenathen, all approved unanimously.

c. Legislative Advocacy Agenda for 2026 – Zili Chang provided an overview of the state and federal legislative priorities, which will be shared with partners, legislators, and impacted parties.

Revisions were made to the version of the state legislative priorities provided in the board packet to align with the Association of Washington Housing Authorities' updated state legislative priorities. Minor formatting changes were made to the version of the federal legislative priorities provided in the board packet.

Commissioner Bailey left the meeting at 4:25pm.

A motion to approve the 2026 Legislative priorities as presented was given by Commissioner Bustamante, seconded by Commission Kelsey seconded, and all approved unanimously.

7. Adjournment – Vice Chair McClenathen moved to adjourn the meeting, seconded by Commissioner Bustamante, all approved unanimously to adjourn the meeting at 4:45 pm.

The next meeting of the SHA Board of Commissioners is scheduled for December 15 at 3:30pm as a virtual meeting.

Chair: 
Kai Nevala, Chair

Secretary: 
Pam Parr, Executive Director

SHA Board Docs from 12/15/25

Final Audit Report

2025-12-18

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