

**MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE
CITY OF PASCO AND FRANKLIN COUNTY (HACFPC)**

October 18, 2018

The Commissioners of the Authority met in special session at the Housing Authority of the City of Pasco and Franklin County's (HACFPC) administration office, 2505 W. Lewis Street, Pasco, Washington on October 18, 2018, at 4:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

2. COMISSIONER ROLL CALL

Upon roll call, those present were as follows:

Present: Domingos, Dukelow, Garcia, Griffith

Absent: Bishop

Mr. Domingos made a motion to excuse Mr. Bishop from today's meeting due to a previous commitment. Mr. Garcia seconded the motion and it passed unanimously, 4 ayes, 0 nays.

STAFF AND EX OFFICIO MEMBERS

Present: Kathy Jones, Executive Director
Matt Truman, Chief Financial Officer
Betsy Magana, Intake & Eligibility Specialist
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS – none present

3. APPROVAL OF AGENDA:

Mr. Garcia made a motion to approve the agenda as presented. Mr. Domingos seconded the motion and it passed unanimously, 4 ayes, 0 nays.

4. CONSENT AGENDA

The consent agenda was approved as submitted. Included were the minutes of the special meeting of August 21, 2018, and the checks listings for August 2018 – Bank of the West General Operating Account checks numbered 63103-63314 totaling \$453,446, Bank of the West Petty Cash check numbered 1779 totaling \$247, and Bank of the West Security Deposit Fund check numbered 1283 totaling \$230; and, checks listings for September 2018 - Bank of the West General Operating Account checks numbered 63315-63501 totaling \$272,055, Bank of the West Petty Cash check numbered 1780 totaling \$47, and Bank of the West Security Deposit Fund check numbered 1284 totaling \$289. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$1,820.25, and, of that amount, \$1,820.25, will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Ms. Jones)

- Introduced new employees, Matt Truman, our new Chief Financial Officer who started on October 15; and Betsy Magana, our new Intake & Eligibility Specialist who started on June 25.
- Meeting with each employee one-on-one.
- Received notice that HUD has allotted HACPFC \$173,018, in portability set-aside funding.
- Received notice that HUD has allotted HACPFC an additional \$200,000, for the 2018 Capital Fund grant.
- HACPFC is a HUD FY 2018 “High Performer” for SEMAP (Section Eight Management Assessment Program); as well as for HUD’s Public Housing Assessment System (PHAS).
- Participated in a discussion about Tiny Houses with Kennewick Housing Authority Executive Director, Lona Hammer and former HACPFC Executive Director, Andy Anderson. No definite conclusion was reached in the discussion.
- Participated in a panel on homelessness for the current Leadership Tri-Cities Class.
- Attended the Tri-Cities Home Consortium Continuum of Care meeting and the Association of Washington Housing Authorities (AWHA) quarterly meeting.
- Attended a Landlord Mitigation Program.
- Watched a Moving-to-Work (MTW) expansion e-briefing regarding the impact of MTW flexibility.

(b) Administration (Ms. Richwine)

- Ms. Richwine stated that she has been kept busy with Human Resources duties as former staff departs and new staff members come aboard.

6. NEW BUSINESS

- (a) #18/19-968 APPROVING CHANGES TO BANK OF THE WEST SIGNATURE CARDS
Mr. Domingos made a motion to approve Resolution #18/19-968, and Mr. Garcia seconded it. The motion passed unanimously, 4 ayes, 0 nays
- (b) Motions arising from board discussion of previous motions or discussion- none
- (c) Urgent matters not included in the agenda due to lack of time - none

7. OTHER BUSINESS

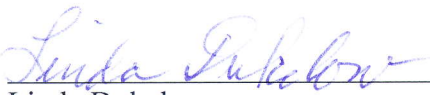
- (a) Tenant Council President’s Report - none
- (b) Visitor Agenda - none

8. **EXECUTIVE SESSION** - no Executive Session was held

9. **ADJOURNMENT**

Mr. Domingos moved to adjourn the meeting at 4:12 p.m. Mr. Garcia seconded the motion and it passed unanimously, 4 ayes, 0 nays.

The Board of Commissioners will next meet in regular session on Thursday, November 29, 2018, 4:00 p.m.



Linda Dukelow
Chair, Board of Commissioners



Kathy Jones, RHM
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa C. Richwine, CMH
Recording Secretary