

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

**January 31, 2019**

The Commissioners of the Authority met in regular session at the Housing Authority of the City of Pasco and Franklin County's (HACFPC) administration office, 2505 W. Lewis Street, Pasco, Washington on Thursday, January 31, 2019, at 4:00 p.m.

**1. CALL TO ORDER**

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

**2. COMMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Bishop, Domingos, Dukelow, Garcia

Absent: Griffith

**STAFF AND EX OFFICIO MEMBERS**

Present: Kathy Jones, Executive Director  
Matt Truman, Chief Financial Officer  
Scott Moore, Security Specialist/HQS Inspector  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** Michele Sharrer, HACFPC Tenant Council President

**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 regular minutes of the meeting of November 29, 2018, and the checks listings for November 2018 – Bank of the West General Operating Account checks numbered 63704-63945 totaling \$320,983, and Bank of the West Petty Cash check numbered 1781 totaling \$13. And the checks listings for December 2018, Bank of the West General Operating Account checks numbered 63946-64155 totaling \$330,505, Bank of the West Petty Cash checks numbered 1782-1783 totaling \$72, and Bank of the West Security Deposit Fund check numbered 1289, totaling \$160. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$6,389, and, of that amount, \$6,389, will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

- (a) Executive (Ms. Jones)
- Government shut down – HUD funded us for January and February and it is expected the funds for March and April will also be provided. We may use reserves, as well.
  - VA meeting – Ms. Salinas and Ms. Jones met with Veteran’s Administration staffers to discuss VASH (Veteran’s Affairs Supportive Housing) voucher port-ins from Walla Walla Housing Authority.
  - Mainstream Voucher Program – HACPFC has entered into an agreement with Spokane Housing Authority to facilitate a Mainstream Voucher in this jurisdiction.
  - Met with Connell officials to dialogue about the City’s housing needs.
  - Attended Continuum of Care meeting.
  - Accepting applications for placement on the Housing Choice Voucher/Section 8 waitlist this week.
  - Staff will present the PHA Plan to the Board for adoption at the March 2019 meeting.
- (b) Finance (Mr. Truman)
- The government shutdown did not go into effect but a freeze was put on the purchase of supplies, just in case.
  - An internal review was conducted for Cullum House. Everything was in order.
  - The Entrance Conference for the Washington State Auditor’s Office Financial and Accountability Audits will be held on Monday, February 4, 2019, 3:30 p.m.
  - Audit is underway for Fourth and Pearl (Varney Court)
  - Accounting Assistant, Yadira Rivera Gonzalez resigned in December. Betsy Magana has stepped into the position.
  - VMS (Voucher Management System) Audit is taking place off-site with our data being provided electronically.
- (c) Maintenance and Capital Fund (Mr. Sanders is absent this month.)
- (d) Housing Programs (Ms. Salinas is absent this month.)
- (e) Security (Mr. Moore)
- Gang graffiti was discovered at Sprucewood Square and reported to the police.
  - Received information that marijuana is being sold out of a car near the Boys and Girls Club. Pasco Police Department was notified. We hope to locate security camera footage to get a detailed vehicle description and license number.
  - Three-day Termination issued to a tenant because of a Pasco Police report regarding a shooting in the area of one of our developments. The tenant was arrested for possession of stolen property and illegal possession of a firearm.
- (f) Administration (Ms. Richwine)
- Assisted management and staff with various tasks, including but not limited to, preparation of Housing Choice Voucher/Section 8 applications for distribution.

**6. NEW BUSINESS**

- (a) Recognition of Family Self- Sufficiency (FSS) Graduate  
Executive staff issued a congratulatory letter to the graduate along with an invitation to attend this meeting. The FSS graduate told their Program Administrator that they would attend but, in the end, did not.
- (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**

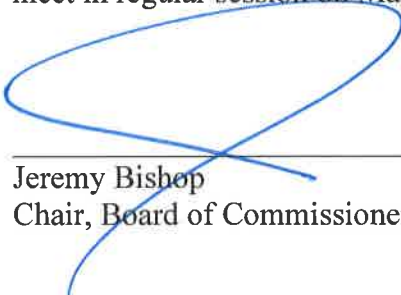
- (a) Tenant Council President's Report – Michele Sharrer
  - The Council met on January 17, 2019, and discussed classes they would like to have available for tenants. Suggested classes include First Aid/CPR and fire extinguisher use training. The Council would like the classes to be taught in English and Spanish.
  - Executive Council members would like to meet with Kennewick Housing Authority Executive Tenant Council members to get ideas on how to create more interest and participation among HACPFC's tenants.
- (b) Visitor Agenda - none

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

**9. ADJOURNMENT**

Ms. Dukelow moved to adjourn the meeting at 4:26 p.m. Mr. Domingos and Mr. Garcia seconded the motion and it passed unanimously, 4 aye, 0 nays.

The February 2019, Board of Commissioners meeting has been cancelled. The Board will next meet in regular session on March 28, 2019, 4:00 p.m.

  
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Jeremy Bishop  
Chair, Board of Commissioners

  
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Kathy Jones, PHM  
Secretary, Board of Commissioners

Minutes Prepared by:

  
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Lisa C. Richwine, CMH  
Recording Secretary