

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

**September 26, 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, September 26, 2019, at 4:00 p.m.

**1. CALL TO ORDER**

The meeting was called to order at 4:02 p.m.

**2. COMISSIONER ROLL CALL**

Upon roll call, those present were as follows:

Present: Bishop, Dukelow, Garcia, Griffith

Absent: Domingos

Ms. Dukelow made a motion to excuse Mr. Domingos from today's meeting due to an appointment out of town. 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  
Lisa Richwine, Executive Assistant/Recording Secretary

**VISITORS** None

**3. APPROVAL OF AGENDA:**

Mr. Garcia made a motion to approve the agenda as presented. Ms. Dukelow 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 regular meeting of August 29, 2019, and the checks listings for August 2019 – Bank of the West General Operating Account checks numbered 65556-65750 totaling \$460,534. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$510, and, of that amount, \$510 will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

(a) Executive (Ms. Jones)

- Ms. Jones completed a survey from the Office of the Inspector General regarding portability. This resulted in a 45 minute telephone conversation to further discuss the portability issue.
- The Affordable Apartments Department of Commerce review must be completed within 10 days.
- The Bobbie Littrell branch of the Boys & Girls Club will transition out of HACPFC's recreation center located at 333 W. Court Street by the end of 2019. Ms. Jones removed herself from the task force due to what could be perceived as a conflict of interest. A walk-through of the building will take place in the near future.
- Ms. Jones has started to attend the monthly tenant council meetings.

(b) Finance (Mr. Truman)

- The Lindsey accounting software system has been updated so the financials are now printed in a different format.

(c) Maintenance and Capital Fund (Mr. Sanders is absent but informed Ms. Jones that he had nothing to add to August's report.)

(d) Housing Programs (Ms. Salinas is not present and Ms. Jones submitted her report.)

- We are serving 248 families with Section 8 Housing Choice Vouchers and will probably stay at the number until the end of 2019.
- There is one vacancy in the Affordable Apartments.
- All Highland Park units are leased.
- Public Housing has three vacancies.

(e) Security (Mr. Moore is absent and informed Ms. Jones that he had nothing to add to August's report.)

(f) Administration (Ms. Richwine is present but had nothing to add to August's report.)

**6. NEW BUSINESS**

(a) Motions arising from board discussion of previous motions or discussion  
Mr. Garcia made a motion to adopt Executive Director Kathy Jones contract with updates as discussed in a previous Executive Session. Ms. Dukelow seconded the motion and it passed unanimously, 4 ayes 0 nays.

**7. OTHER BUSINESS**

(a) Tenant Council President's Report

The Tenant Council President is not present but Ms. Jones reported the tenant council has secured presenters for First Aid/CPR and Fire Extinguisher training.

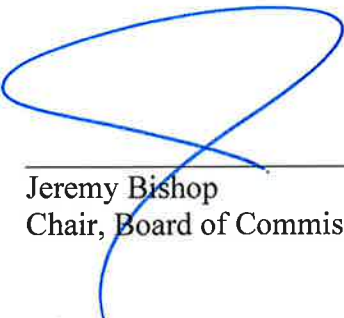
(b) Visitor Agenda - None

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

**9. ADJOURNMENT**

The meeting was adjourned at 4:16 p.m.

The Board of Commissioners will next meet in regular session on October 31, 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