

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

**March 26, 2020**

Due to the COVID-19 (Coronavirus) pandemic and in accordance with standards put forth by the Governor's office and national authorities in regards to social distancing, the Commissioners of the Authority met in regular session via teleconference on March 26, 2020, at 4:00 p.m. HACPFC provided remote access for the public to attend the meeting via teleconference by posting dial-in information on the website and the administration office lobby window.

**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: Bishop, Domingos, Dukelow, Garcia, Griffith

Absent: None

**STAFF AND EX OFFICIO MEMBERS**

Present: Kathy Jones, Executive Director  
Matt Truman, Chief Financial Officer

**VISITORS** None

**3. APPROVAL OF AGENDA:**

Mr. Garcia made a motion to approve the agenda as presented. Mr. Domingos seconded the motion and it passed unanimously, 5 ayes, 0nays.

**4. CONSENT AGENDA**

The consent agenda was approved as submitted. Included were the minutes of the regular meeting of January 30, 2020, and the checks listings for January 2020 – Bank of the West General Operating Account checks numbered 66528-66752 totaling \$343,466, the checks listings for February 2020 – Bank of the West General Operating Account checks numbered 66753-66969 totaling \$358,132. Also, approval of bad debt write offs for rent, utility billing, and miscellaneous in the amount of \$2,910.75 and, of that amount, \$2,910.75 will be turned over for collection plus the collection processing fees.

**5. STAFF REPORTS**

(a) Executive (Ms. Jones)

COVID-19 Emergency Actions Taken:

- 1) Closed office to the public. Administrative staff is working with clients via telephone, email, U.S. Mail and building's exterior drop box.
- 2) Maintenance staff is conducting emergency work order repairs only.
- 3) Recreation Centers are closed.
- 4) Working with Cascade Management on safety and procedures for Varney Court.
- 5) Sent notices to tenants regarding the office's closure to the public and rent payment changes at our bank.
- 6) Effective March 25, half of our staff is working in the morning and half is working the afternoons.
- 7) During the Governor's initial shut-down, the half-days employees are not on-site they are on paid administrative leave. This will be evaluated along the way.
- 8) Inspections will not be conducted except for initial lease up inspections because the units are vacant at that time

(b) Finance (Mr. Truman)

Mr. Truman informed the Board that HACPFC had a clean audit for FY19 and that audit has been published.

**6. NEW BUSINESS**

- (a) Resolution #19/20-977 Regarding Potential Emergency Measures and Contingency Plans in Response to Novel Corona Virus 2019  
Ms. Dukelow made a motion to adopt the resolution as presented by staff. Mr. Garcia seconded it. Discussion ensued after which the resolution was passed unanimously, 5 ayes, 0 nays.
- (b) Resolution #19/20-978 PHA Certifications of Compliance with the PHA Plan and Related Regulations Including Required Civil Rights Certifications  
Mr. Domingos made a motion to adopt the resolution as presented by staff. Mr. Garcia seconded it. Discussion ensued after which the resolution was passed unanimously, 5 ayes, 0 nays.
- (c) Motions arising from board discussion of previous motions or discussion - none
- (d) Urgent matters not included in the agenda due to lack of time - none

7. EXECUTIVE SESSION - None


8. ADJOURNMENT

Mr. Garcia moved to adjourn the meeting at 4:20 p.m. and Ms. Dukelow seconded the motion. It passed unanimously, 5 ayes, 0 nays.

The Board of Commissioners will next meet in regular session on April 30, 2020, 4:00 p.m.



Jeremy Bishop  
Chair, Board of Commissioners

  
Kathy Jones, PGM  
Secretary, Board of Commissioners

Minutes Prepared by:

  
Lisa C. Richwine, CMH  
Recording Secretary