

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

January 28, 2021

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 January 28, 2021, at 4:00 p.m. HACPFC provided remote access for the public to attend the meeting via teleconference by posting dial-in information on HACPFC's website and the administration office lobby window. Meeting information is also posted on the City of Pasco's website.

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, Garcia, Griffith

Absent: Linda Dukelow

STAFF AND EX OFFICIO MEMBERS

Present: Matt Truman, Executive Director
Kimberly Katalenich, Finance Director
Brett Sanders, Director of Maintenance/Capital Fund
Adella Salinas, Director of Housing Services
Scott Moore, Security Specialist/HQS Inspector
Lisa Richwine, Executive Assistant/Recording Secretary

VISITORS Rocky Mullen, Franklin County Commissioner

3. APPROVAL OF AGENDA:

Mr. Bishop 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 November 2020, and the checks listings for November 2020 – Bank of the West General Operating Account checks numbered 68632-68827 totaling \$346,397, Bank of the West Petty Cash checks numbered 1816 totaling \$39, and Bank of the West Security Deposit Fund checks numbered 1311 totaling \$375. Also included were the checks listings for December 2020 - Bank of the West General Operating Account checks numbered 68828-69042 totaling \$402,100, Bank of the West Petty Cash checks numbered 1817-1818 totaling \$134, and Bank of the West Security Deposit Fund checks numbered 1312 totaling \$501. Also, approval of bad debt write-offs for rent, utility billing, and miscellaneous in the amount of \$5,963.25 and, of that amount, \$5,963.25 will be turned over for collection plus the collection processing fees.

5. STAFF REPORTS

(a) Executive (Mr. Truman)

- For the first time in many years, Bank of the West will not enter into a General Depository Agreement with HACPFPC so the agency must find a new banking partner by no later than April 2021.
- Met individually with nearly all staff members and learned that within the next 2-5 years, 6-7 HACPFPC staff members will be retiring.
- A much-needed new phone system has been installed and other technology upgrades are ongoing.
- No COVID-19 cases have been reported amongst staff. There have been only 2 since the pandemic began and both of those were more than 5 months ago.
- During our Association of Washington Housing Authorities (AWHA) calls there has been much discussion about the legality of mandating employees be vaccinated for COVID-19. Reactions are mixed. Evictions and tenant's rights have figured heavily into these conversations, as well.
- The HACPFPC website is undergoing an overhaul and will be ready to launch within the next few months.
- The State Auditor's Office (SAO) and the Department of Retirement Systems (DRS) are currently conducting mandatory audits of the agency.
- The Section 8/Housing Choice Voucher application waitlist will be open February 8-10.
- A virtual meeting was held with HUD's Regional Director and positive feedback was given regarding the regional office's interactions with HACPFPC staff.

(b) Finance (Ms. Katalenich)

- There will be many changes involved once a new banking partner is found. We plan to communicate closely with our tenants so the transition will go as smoothly as possible.
- The Department of Retirement Services audit has given us an opportunity to evaluate our current processes and corrections have been made to our workflows. The corrections are immaterial and won't result in any fees or penalties to the agency.
- We received the Family Self-Sufficiency (FSS) grant for another year which will fund one full-time equivalent staff member. We have at least one FSS participant who will graduate from the program within the next month.

(c) Maintenance and Capital Fund (Mr. Sanders)

- We are in the last phase of the Agate Street plumbing project that has been going on for the past couple of years. The final 8 units will be complete in 4-6 months.
- The Riverside office roof (administration building) is still not complete. A significant amount of the contract amount is being withheld until the job is complete.
- An Invitation for Bid went out for the exterior renovation project on 22nd (6 buildings). The walk-through for interested contractors will be February 10 with the sealed bid opening on February 25.

- The new phone system has been installed at the Administration building. One will also be installed at the Maintenance Shop.
 - Agency website updates are underway.
 - Riggle Plumbing installed 46 new water heaters throughout our Affordable Apartments. The project began on January 4 and was finished by January 19. This project was partially funded with a 2060 grant from the Department of Human Services (\$45,000). The total project came in at \$63,000. If there is an opportunity to apply for 2060 funds again, the replacement of windows in the Affordable Apartments would be the next highest priority.
- (d) Housing Programs (Ms. Salinas)
- A new program administrator was hired.
 - Participated in Fair Housing and Cyber Awareness training.
 - There is 1 vacancy in Public Housing, 1 in the Affordable Apartments, and no vacancies in Highland Park.
 - We were granted 20 VASH Vouchers (Veteran's Affairs Supportive Housing) and are working to get those filled.
 - Section 8/Housing Choice Voucher briefings are being conducted.
- (e) Security (Mr. Moore)
- Due to COVID-19 restrictions inspections are not being conducted in occupied units at this time. Landlords have been unwilling to conduct virtual inspections in units via FaceTime or other means so Section 8/Housing Choice Voucher participants have been asked to notify HACPFC staff if there are life-threatening issues that need to be repaired so the unit will be placed on a list to be inspected after the restrictions are lifted to ensure the life-threatening issues were addressed.
 - Received complaints of vandalism and unsupervised youth running throughout Sprucewood Square and Varney Court knocking on doors late at night and generally getting into mischief. These acts have intensified to include some illegal activity. Will adjust work schedule to spend time in the developments at night to observe the activity and identify the culprits. Will work with Varney Court staff and Pasco Police Department to get the situation under control.
- (f) Administration (Ms. Richwine)
- Since the last board meeting, we've added two new employees to our number and one left to pursue new opportunities.
 - As supply chains have opened additional Personal Protective Equipment has been purchased.

6. OLD BUSINESS – n/a

7. NEW BUSINESS

- (a) Resolution #20/21-987 Regarding COVID-19 Statutory and Regulatory Waivers PIH 2020-33 (HA), Rev – 2 Issued November 30, 2020
Mr. Domingos made a motion to adopt the resolution. Mr. Griffith seconded it and the motion passed unanimously, 4 ayes, 0 nays.
- (b) Motions arising from board discussion of previous motions or discussion – n/a
- (c) Urgent matters not included in the agenda due to lack of time – n/a

8. OTHER BUSINESS – n/a

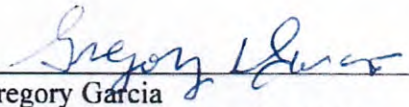
9. EXECUTIVE SESSION – No Executive Session was held.

10. RECONVENE OPEN SESSION – n/a


11. ADJOURNMENT

The meeting was adjourned at 4:25 p.m.

The Board of Commissioners will next meet in regular session on February 25, 2021, 4:00 p.m.




Gregory Garcia
Chair, Board of Commissioners



Matt Truman, PHM
Secretary, Board of Commissioners

Minutes Prepared by:



Lisa Richwine
Recording Secretary