

**MINUTES OF THE MEETING OF THE
BOARD OF COMMISSIONERS OF THE
KING COUNTY HOUSING AUTHORITY**

March 9, 2011

I. CALL TO ORDER

The meeting of the Board of Commissioners of the King County Housing Authority was called to order at 8:30 am on Wednesday, March 9, 2011 at the King County Housing Authority's Administrative Offices, 600 Andover Park West, Tukwila, Washington.

II. ROLL CALL

Present: Commissioner Nancy Holland-Young, Chair; Commissioner Michael Brown, Commissioner Terry McLlarky, Commissioner Doug Barnes and Commissioner Richard Mitchell

Staff: Stephen Norman, Dan Watson, Connie Davis, Mike Reilly, Deborah Gooden, Craig Violante, Tessa Martin, John Eliason, Linda Weedman, Megan Hyla, Kristin Winkel, Rhonda Rosenberg, Bill Cook, Donna Kimbrough, Elizabeth Westburg, Tim Walter, Judi Jones and Gary Leaf

Guest: Lillie Clinton
Alex Zimmerman

III. PUBLIC COMMENT

Chair Holland-Young announced that members of the public in attendance at the meeting would have five minutes to speak before the Board.

Lillie Clinton shared with the Board various emergency preparedness procedures and the need for residents and the community at large to be prepared for emergencies. Ms. Clinton also distributed several documents to the Board regarding emergency preparedness.

Alex Zimmerman spoke before the Board regarding his opinions of the Housing Authority and the recently approved Public Expression Policy. During Mr. Zimmerman's presentation, Commissioner Richard Mitchell asked that the meeting records reflect that he found Mr. Zimmerman's remarks objectionable. He also stated that if there are similar remarks made by Mr. Zimmerman, Commissioner Mitchell will ask the Board of Commissioners to make a motion to have him removed and denied further opportunity to speak before the Board. Chair Holland-Young concurred.

Following the public comment period on the agenda, Commissioner Mitchell noted that Mr. Zimmerman's remarks were incomprehensible and unrelated to any matters being considered by the Board of Commissioners. Commissioner Mitchell stated that the Board has tolerated Mr. Zimmerman's comments at the public meetings for an

extensive period of time and expressed his concern that if Mr. Zimmerman continues to make objectionable and irrelevant comments during the public comment period, the Board of Commissioners should consider asking Mr. Zimmerman to cease making any further comments during Board meetings. He noted that a Public Expression Policy was passed by the Board related to public comments at the meetings, and that policy should be followed.

Chair Holland-Young stated that, for the record, both guests asking to make public comments before the Board signed the Public Expression Policy form agreeing to adhere to the policy when speaking before the Board. Mr. Zimmerman did sign the form but noted on the form that he did not agree with the Policy.

IV. APPROVAL OF MINUTES

Minutes from the February 9, 2011 Board of Commissioners' meeting were presented for approval. Commissioner McLlarky moved for approval of the minutes. Commissioner Brown seconded the motion. The minutes were approved unanimously, with Commissioner Mitchell abstaining.

V. CONSENT AGENDA

There being no requests for removal of items from the Consent Agenda, Commissioner Brown moved for approval of the following consent agenda items:

January 2011 Voucher Reports

General Properties: Bank Wires/ACH Withdrawls for \$5,769,945.28; Accounts payable vouchers #214389 - 215036 for \$6,653,723.38; Payroll vouchers, computer checks numbered #081489 - 081520 for \$1,050,268.26; Payroll computer direct deposit #108752-1089388 for \$46,392.42; Section 8 Program vouchers, ACH withdrawals #148492-151489 for \$7,737,465.10, computer run checks #571668 - 575297 for \$741,458.57; purchase card/ACH withdrawal \$152,877.63. Total for January 2011 for the General Properties was \$22,152,130.64.

Bond Properties: Total for January 2011 was \$1,580,757.73 related to 19 different properties.

Commissioner Barnes seconded the motion to approve the Consent Agenda and the Consent Agenda was unanimously approved.

VI. RESOLUTIONS FOR DISCUSSION

Resolution No. 5317: Approval of Fiscal Year 2010 Making Transition Work Report Presented by: Judi Jones

Judi Jones referred the Board to the draft MTW Report contained in the meeting packets and reported that as a participant in the Moving to Work (MTW) demonstration program, KCHA is required to submit to HUD an MTW Annual Report detailing program activities carried out during the year, including the Housing Authority's progress toward meeting the goals and initiatives outlined in the Agency's

Annual MTW Plan. HUD reviews the Report to ensure that KCHA's MTW-related activities are consistent with the objectives of the FY 2010 MTW Plan previously adopted by the Board.

Ms. Jones noted that the FY 2010 MTW Annual Report, covering January 1, 2010 through December 31, 2010, is KCHA's sixth report to HUD under the MTW demonstration. Organized in HUD's tightly prescriptive format, the FY 2010 Report highlights the Authority's accomplishments in meeting of MTW goals and objectives. These goals and objectives were detailed in the cover memorandum contained in the Board meeting packets.

Commissioner Mitchell asked that the meeting record reflect that guest, Mr. Alex Zimerman, approached the Board table, reached over in front of two Commissioners and poured himself a cup of coffee from a container that was provided on the table for the Board of Commissioners' use. Commissioner Mitchell stated that he will mark the records each time Mr. Zimerman disrupts the meeting, noting that the Board needs to be in control of its meetings and this type of behavior lacks decorum.

Mr. Jones continued her presentation by stating that the long term planning objectives for the Housing Authority are detailed on pages 24 and 25 of the draft Plan. Many of these objectives will be further explored as part of the Board of Commissioners' Retreat April 29 and 30. Ms. Jones concluded her presentation by stating that approval of Resolution No. 5317 authorizes submission of the Agency's MTW Annual Report for FY 2010 in accordance with the terms of KCHA's MTW Agreement.

Commissioner Brown asked if the Report documents challenges faced by the Housing Authority. Ms. Jones replied that unsuccessful initiatives are identified in Section 6, "Ongoing MTW Activities: HUD Approval Previously Granted". However, there have been no initiatives identified that were not successful. Some initiatives have been discontinued under MTW because they have run their course, i.e., the homeownership initiative.

Commissioner Barnes asked about the initiative related to offering incentive payments to Section 8 families ready to leave the program, under Section V of the Report, "Proposed FY 2010 MTW Activities – Approved by HUD but Not Yet Implemented". The Report stated that "*the initial review indicated that implementations could have a significant financial impact upon KCHA operations and the initiative has been delayed to allow further review and consideration*". Ms. Jones replied that although the initiative was proposed in the MTW Plan, HUD does not require that every initiative be fully ready for implementation when the Plan is submitted. Although the initiative was a proposal for the Housing Authority, it may not have the intended outcome and requires more consideration prior to implementation. There were eleven similarly proposed activities that were approved by HUD that were not implemented for similar reasons as shown in Section V.

Stephen Norman commented that the Housing Authority is only allowed to implement what is outlined in the Plan. As a result, KCHA lists various initiatives and strategies so that they can be considered throughout the year.

Commissioner Mitchell noted that one of the activities listed under Section VI refers to acquiring new public housing and asked for further explanation of this strategy. Mr. Norman responded that there is a distinction between the acquisition strategy for asset managed programs and public housing. However, three new acquisitions – Pepper Tree, Pacific Court and Park Royal – are adjacent to existing public housing and create an economy of scale for operations. KCHA also looks at sites in areas that lack economic diversity, that are pedestrian friendly or on major bus lines, in particular for seniors. The Housing Authority also pursues acquiring multi-bedroom properties as well as expiring use sites, such as Westminster Manor in Shoreline that was recently acquired.

Following further clarifying questions, a motion as made to approve Resolution No. 5317. Ms. Jones noted that copies of the final MTW Plan will be mailed to Commissioners.

MOTION: Moved that Resolution No. 5317: Fiscal Year 2010 Making Transition Work Report Approval, be approved.

MOVED BY: Commissioner McLlarky; seconded by Commissioner Mitchell Motion unanimously passed.

Resolution No. 5318: Authorizing the Adoption of a Sponsor-Based Administrative Plan

Presented by: Kristin Winkel

Kristin Winkel reported that KCHA's MTW designation provides the ability to create locally designed programs within its Section 8 Housing Choice Voucher funding, and as a result KCHA has created a Sponsor-Based Supportive Housing Program. This program has been an effective tool in KCHA's efforts to increase the supply of affordable rental units for chronically homeless and other hard-to-house populations. Currently, KCHA has five contracts with service providers to fund a total of 152 units of sponsor-based supportive housing.

Ms. Winkel briefed the Board, through a PowerPoint presentation, on KCHA's Sponsor-Based Supportive Housing initiative, a copy of which is appended to the meeting records.

Ms. Winkel noted that at the time KCHA adopted a Sponsor-Based Program, a policy document was developed that provided only general programmatic guidance without the detailed rules necessary to assure consistent and effective program operations. KCHA uses an Administrative Plan for guidance which combines current federal regulations with Housing Authority policies to create an operating manual used by staff to operate the program on a daily basis. For the Sponsor-Based Program, this Plan would cover such operational areas as the participant eligibility, terms of leases and sub-leases, and program operating procedures for KCHA and its contracted service provider partners. KCHA already has in place Administrative Plans for its tenant-based and project-based Section 8 programs.

Ms. Winkle concluded her presentation by noting that Resolution No. 5318 would approve the adoption of a similarly designed Administrative Plan for the Sponsor-Based

Program (which was appended to the Resolution) and authorizes the Executive Director to make future ministerial changes to the Plan.

Following clarifying questions from the Board of Commissioners, a motion was made to approve Resolution No. 5318.

MOTION: Moved that Resolution No. 5318: Authorizing the Adoption of a Sponsor-Based Administrative Plan, be approved.

MOVED BY: Commissioner Brown; seconded by Commissioner McLlarky. Motion unanimously passed.

Resolution No. 5319: Issuing the Decision and Authorizing the Executive Director or His Designee to Proceed with Further Development of the Wind Rose Redevelopment Project Based Upon completion of the Environmental Assessment and the Determination of Non-Significance

Presented by: John Eliason

John Eliason reported that the purpose of Resolution No. 5319 is to approve formal issuance of a decision to proceed with further development of the Wind Rose Project based on the recently completed Environmental Assessment (EA) and Determination of Non-Significance (DNS). Under State Environmental Policy Act (SEPA) rules, once KCHA formally decides to “take action” a Notice of Action can be issued, which starts the clock on a 21-day appeal period during which the adequacy of the EA and resulting DNS can be challenged. Once the 21-day period expires, no further appeals can be filed. In the absence of a formal decision to “take action” on the project as a whole, each incremental action such as issuing permits for grading or construction could be subsequently challenged based on the adequacy of the EA and DNS. Issuing a formal decision to proceed with implementation of the project limits the time frame for challenging decisions on environmental grounds.

Mr. Eliason noted that the Resolution authorizes staff only to complete the land entitlement (subdivision) permitting currently in process with the County and the investigation of financing and development options before reporting back to the Board of Commissioners. A full copy of the Environmental Assessment was available for review at the meeting.

MOTION: Moved that Resolution No. 5319: Issuing the Decision and Authorizing the Executive Director or his designee to proceed with further development of the Wind Rose Redevelopment Project based upon completion of the Environmental Assessment and the Determination of Non-Significance, be approved.

MOVED BY: Commissioner Mitchell; seconded by Commissioner Brown. Motion unanimously passed.

VII. REPORTS

Expansion of KCHA's Smoke-Free Housing Initiative

Through a PowerPoint presentation, Bill Cook and Elizabeth Westburg briefed the Board of Commissioners on the status of KCHA's Smoke-Free Housing Initiative and the planned expansion of the program.

Mr. Cook noted that in 2007, KCHA formed a work group to review issues related to smoke-free housing policies. As a result, the Board of Commissioners approved a pilot program to designate three buildings as non-smoking or smoke-free in September 2007. The pilot was successfully implemented at Nia, Northridge I and Plaza 17.

Elizabeth Westburg reported that in July 2010, KCHA successfully applied for funding from the Seattle-King County Public Health Department/Communities Putting Prevention to Work (CPPW) Tobacco Prevention grant to convert or create additional smoke-free units. The CPPW Tobacco Prevention grant provides funding for staff time and direct costs associated with this project. Through the grant, KCHA is also able to subcontract with Valley Cities Counseling and Consultation to provide training for staff on available smoking cessation resources and directly support residents who are affected by this policy change.

Mr. Cook noted that staff is proposing to convert or create 1,740 additional smoke-free units, representing 21% of KCHA's inventory and has initially identified 11 properties to convert to non-smoking this summer. These properties include: Burien Park, Burndale Homes, Eastridge House, Evergreen Court, Firwood Circle, Gustaves Manor, Harrison House, Mardi Gras, Munro Manor, Riverton Terrace, and Southridge House. In addition, new housing currently under construction at both Greenbridge and Seola Gardens will be smoke-free.

The Board of Commissioners thanked Bill and Elizabeth for their presentation. A copy of the PowerPoint presentation is appended to the meeting records.

NAHRO Legislative Conference Briefing

Megan Hyla briefed the Board of Commissioners on the upcoming NAHRO Legislative Conference in Washington DC as well as an overview of the impending Federal budget and consequential funding shortages. Stephen Norman, Megan Hyla and Commissioners Holland-Young, Mitchell and Barnes will be attending the conference and meeting with Washington State's congressional delegation.

2009 Entrance/Exit Data Briefing

Presented by: Megan Hyla

Megan Hyla presented for the Board of Commissioners, via PowerPoint, an analysis of entry and exit data for both the Public Housing and Section 8 Programs for the year ending 2009. Her presentation included the general demographics of both programs, trends, race/ethnicity, population types and exit reasons for both programs.

Ms. Hyla noted that in 2010, KCHA staff embarked on a new research initiative analyzing household demographics of those entering and exiting the Authority's Section 8 and Public Housing Programs. The findings will be reviewed on an annual basis, and will provide a helpful tool in identifying trends and program outcomes. In 2009, 814 households in total entered these programs, while 749 exited.

In Public Housing, 236 households entered the program and 188 households exited. Ms. Hyla noted that the variance in these figures is attributable to newly leased units at Pacific Court (35 units) and Peppertree (13 units). Approximately six percent of Public Housing units became available to households on the waitlist (excluding those transferring from other programs). Two family sites – Kings Court (30 units, Federal Way) and Riverton Terrace (30 units, Tukwila) – had no turnover whatsoever for new households in 2009.

For the Section 8 Program, 578 households entered the program, while 561 left. The excess of households entering over households exiting is attributable to the first lease-ups of the approximately 350 new vouchers allocated to KCHA in 2009 for special programs. Overall, Section 8 vouchers turned over at an average rate of seven percent in 2009.

A copy of Ms. Hyla's presentation is appended to the meeting records.

Fourth Quarter Financials

There were no questions on the Fourth Quarter Financial Statements as contained in the meeting packets.

VIII. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman noted that the Board of Commissioners had previously received his monthly Executive Director's Report via e-mail. There were no questions on his report.

Mr. Norman announced that the Housing Authority received a \$28 million allocation of new market tax credits – the only housing authority in the country to receive an allocation. Mr. Norman thanked Dan Watson and Tim Locke on their efforts in securing the allocation. The allocation will be used primarily for financing the renovation of Wonderland Estates as well as other initiatives in south King County.

IX. EXECUTIVE SESSION

A motion was made by Commissioner McLlarky to adjourn to Executive Session at 10:20 am for approximately 5 minutes to discuss the performance of a public employee as authorized by RCW 42.30.110(1)(g). Commissioner Mitchell seconded the motion and the motion unanimously passed.

A motion was made by Commissioner McLlarky to return to the regular Board of Commissioners' meeting, motion was seconded by Commissioner Mitchell and the motion unanimously passed. The regular meeting was reconvened at 10:25 am.

X. NEW BUSINESS

A discussion ensued amongst the Board of Commissioners regarding how the public comment portion of the meetings is conducted, in particular with disruptive attendees who are out of order during meetings. Suggestions were made to seek guidance from the Housing Authority's legal counsel.

XI. ADJOURNMENT

There being no further business before the Board of Commissioners, a motion was made by Commissioner McLlarky and seconded by Commissioner Mitchell to officially adjourn the meeting at 10:40 am.

**THE HOUSING AUTHORITY OF THE
COUNTY OF KING, WASHINGTON**



NANCY HOLLAND-YOUNG, Chair
Board of Commissioners



STEPHEN J. NORMAN
Executive Director