

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

**January 28, 2013**

**I. CALL TO ORDER**

The special meeting of the Board of Commissioners of the King County Housing Authority was called to order by Commissioner Michael Brown at 8:30 am on Monday, January 28, 2013 at the King County Housing Authority's Administrative Offices, Snoqualmie Conference Room, 700 Andover Park West in Tukwila, Washington.

**II. ROLL CALL**

**Present:** Commissioner Michael Brown, Commissioner Terry McLlarky, Commissioner Richard Mitchell, Commissioner Doug Barnes and Commissioner Susan Palmer

**Guests:** Russ Ardrey, Cindy Ference, Nancy Holland-Young and Mark Willison

**Staff:** Stephen Norman, Donna Kimbrough, Kristin Winkel, Linda Weedman, John Eliason, Tim Walter, Mike Reilly, Craig Violante, Sean Heron, Marianne Everett, Megan Farley Hyla, Gary Leaf, Claude DaCorsi, Dan Watson, Judi Jones, Rhonda Rosenberg, Steve Jefferis, Marianne Everett and Beth Pearson

**III. ELECTION OF NEW OFFICERS**

Commissioner Brown announced that a vote by the Board of Commissioners needs to occur to elect and confirm officers. Commissioner Barnes was previously nominated for Chair and Commissioner Brown for Vice-chair. It was moved by Commissioner Mitchell to elect Commissioner Barnes as Chair and Commissioner Brown as Vice-Chair. Commissioner McLlarky seconded the motion. The motion for election of officers unanimously passed.

**IV. PUBLIC COMMENT**

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

Ms. Cindy Ference distributed a letter for the Commissioners and photos as well as addressing the Board regarding resident concerns.

**V. APPROVAL OF MINUTES**

Minutes from the November 19, 2012 Board of Commissioners' Meeting were presented for approval. Commissioner Mitchell moved for approval of the minutes, with Commissioner Brown seconding the motion. The minutes were unanimously approved.

Minutes from the December 17, 2012 Board of Commissioners' Meeting were presented for approval. Commissioner Brown moved for approval of the minutes, with Commissioner Palmer seconding the motion. The minutes were unanimously approved.

## VI. CONSENT AGENDA

### November 2012 Voucher Reports

**General Properties:** Bank Wires/ACH Withdrawals for \$11,928,274.28; Accounts Payable checks #229194-229958 for \$8,839,992.70; Payroll vouchers, computer checks numbered #82462-82501 for \$45,331.38; Payroll direct deposit for \$1,128,006.99; Section 8 Program vouchers, ACH withdrawals #215539-218671 for \$8,897,150.26, computer run checks #595182-595929 for \$468,669.15; purchase card/ACH withdrawals \$171,530.39. Total for November 2012 for the General Properties was \$31,478,955.23.

**Bond Properties:** \$2,047,637.60 related to 20 different properties.

**Resolution No. 5418:** Approving Changes to the Public Housing Admissions and Continued Occupancy Policy Relating to the Passage Point Conditional Housing Program

**Resolution No. 5419:** Amending the Records Management Policy by Creating a Separate Public Disclosure Policy

**Resolution No. 5420:** Authorizing the Executive Director to Enter into an Inter-local Agreement with Seattle Housing Authority in Order to Acquire Management Services for Rooftop Cell Towers

There being no requests for removal of items from the Consent Agenda, Commissioner Mitchell moved for approval of the Consent Agenda items. Commissioner Brown seconded the motion to approve the Consent Agenda and the motion unanimously passed.

## VII. RESOLUTIONS FOR DISCUSSION

**Resolution No. 5421:** Recognizing the Dedicated Service of Commissioner Nancy Holland-Young Throughout her Tenure on the Board of Commissioners from March 2004 through December 2012 and Expressing the Appreciation of Board Members and Staff of the Housing Authority

Presented by: Stephen Norman

Stephen Norman noted that Nancy Holland-Young was appointed to the KCHA Board of Commissioners in March 2004 and brought to the Board an unwavering commitment to the provision of affordable housing for low income households as well as broad knowledge and experience in advocacy for working people. She has proven to be an invaluable counsel and resource for the Housing Authority. Nancy served as Board Chair since May 2007. Mr. Norman noted that her term on the Board expired in May 2012 but she continued her service while awaiting the appointment of her replacement with the same dedication and commitment that she displayed throughout her tenure. Nancy was presented with a gift from the Housing Authority for her service and commitment to KCHA and the community.

Nancy thanked staff and Commissioners and expressed her deep appreciation for being affiliated with the Housing Authority whose mission she feels is both noble and necessary. Commissioners and staff, in turn, verbally shared their appreciation of Nancy.

**MOTION:** Moved that Resolution No. 5421, Recognizing the Dedicated Service of Commissioner Nancy Holland-Young Throughout her Tenure on the Board of Commissioners from March 2004 through December 2012 & Expressing the Appreciation of Board Members & Staff of the Housing Authority, be approved.

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

## **VIII. REPORTS**

### **Fourth Quarter Procurement Report**

Presented by: Stephen Norman

Stephen Norman referred Board of Commissioners to the Fourth Quarter Calendar Year 2012 Procurement Report as contained in the meeting packet. There were no questions from Commissioners on the Report.

## **IX. EXECUTIVE SESSION**

A motion was made by Commissioner Mitchell to adjourn to Executive Session at 8:50 am for approximately twenty minutes to discuss the performance of a public employee as authorized by RCW 42.30.110(1)(g). Commissioner Brown seconded the motion and the motion unanimously passed.

At 9:12 am, a motion was made to return to the regular Board of Commissioners' meeting by Commissioner Mitchell, seconded by Commissioner Brown and unanimously passed. No action was taken during the Executive Session.

## **X. NEW BUSINESS**

### **Sound System and Table Demonstration**

Gary Leaf introduced Mark Willison of AVI-SPL Sound System. Mr. Leaf and Mr. Willison briefed the Board of Commissioners on a proposed audio-visual system to be installed in the Snoqualmie Conference Room which will be the location for most meetings of the Board of Commissioners. It is anticipated that the system will be fully operational by the March Board meeting. Mr. Leaf noted that other improvements to the room will include a ceiling mounted screen and projector. Also the Commissioners will be able to view the screen via laptops to be provided at each meeting or by using their own personal devices.

Chair Barnes suggested it might be more convenient and efficient if the Board meeting packets were made available electronically. Stephen Norman responded that, in the future, it could be possible to have the packets available electronically as well as mailing them to those Commissioners who prefer printed copies.

## **XI. EXECUTIVE DIRECTOR'S REPORT**

The Board of Commissioners had previously received the Executive Director's Report. There were no questions from the Board on the Report.

Craig Violante distributed copies of the State Auditor's Accountability Report which is part of the recent annual audit of KCHA by the State Auditor's Office. There were no findings or management letter items. Mr. Violante briefed the Board of Commissioners on two verbal exit item concerns that were raised by the auditors that are being addressed by staff.

Stephen Norman reported that he wants to ensure that the Board of Commissioners understands constituents' complaints and that the Board is aware of follow up on the part of KCHA staff. Complaints that come to the Board either verbally or in writing will be responded to in writing by staff, with a copy going to the Commissioners. Commissioner Richard Mitchell will serve as a liaison between the Board and staff on addressing policy questions that may be raised by constituents.

Mr. Norman also noted that the February Board meeting will be held at Seola Gardens and will include a tour of Fairwind Apartments and the Richmond American model home.

## **XII. COMMISSIONER COMMENTS**

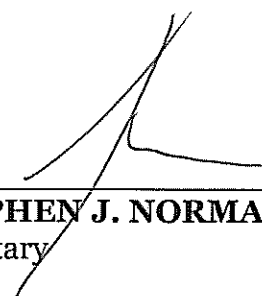
Chair Barnes stated that the 360 review of the Executive Director will be distributed to senior management staff, Commissioners and outside partner agencies within the next week. Chair Barnes announced that Commissioner Mitchell will serve on the Finance Committee. He also asked Commissioners to consider holding meetings at KCHA sites versus the Administrative Offices. Commissioners were asked to provide feedback at the next meeting.

## **XIII. ADJOURNMENT**

There being no further business the meeting was officially adjourned at 9:45 am by a motion from Commissioner Mitchell, seconded by Commissioner Brown and unanimously passed.

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

  
\_\_\_\_\_  
**DOUG BARNES**, Chair  
Board of Commissioners

  
\_\_\_\_\_  
**STEPHEN J. NORMAN**  
Secretary