

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

**Monday, October 13, 2014**

**I. CALL TO ORDER**

The special meeting of the Board of Commissioners of the King County Housing Authority was conducted via conference call. There being a quorum, the meeting was called to order by Chair Doug Barnes at 8:36 a.m. on Monday, October 13, 2014, at the King County Housing Authority Administrative Offices, 700 Andover Park West, Tukwila, WA.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair), Commissioner Susan Palmer (*attended in person*), Commissioner TerryLynn Stewart, Commissioner Richard Mitchell and Commissioner Michael Brown

**Staff:** Stephen Norman (by phone), Craig Chang, Claude DaCorsi, Connie Davis, Kathryn Escudero, Sean Heron, Megan Hyla, Dan Landes, Jessica Olives, Nikki Parrot, Jennifer Ramirez Robson, Mike Reilly, Craig Violante, Tim Walter, Dan Watson, Kristin Winkel, and Wen Xu

**III. PUBLIC COMMENT**

None.

**V. APPROVAL OF MINUTES**

On motion by Commissioner Mitchell, seconded by Commissioner Stewart, which motion duly carried by unanimous vote, the Board approved the minutes from the Board of Commissioner's Special meeting of September 15, 2014.

**VI. APPROVAL OF AGENDA**

On motion by Commissioner Brown, seconded by Commissioner Mitchell, which motion was duly carried by unanimous vote, the Board approved the October 13, 2014 Board of Commissioners' agenda.

**VII. CONSENT AGENDA**

A. Voucher Certification Report for August 2014 (General and Bond Properties)

GENERAL PROPERTIES

Bank Wires/ACH Withdrawals

5,136,358.16

|                            |                 |                      |
|----------------------------|-----------------|----------------------|
|                            | <i>Subtotal</i> | <u>5,136,358.16</u>  |
| Accounts Payable           |                 |                      |
| Checks - #243051 - #243782 |                 | 4,146,380.15         |
|                            | <i>Subtotal</i> | <u>4,146,380.15</u>  |
| Payroll Vouchers           |                 |                      |
| Checks - #83354 - #83440   |                 | 91,735.06            |
| Direct Deposit             |                 | 1,830,805.32         |
|                            | <i>Subtotal</i> | <u>1,922,540.38</u>  |
| Section 8 Program Vouchers |                 |                      |
| Checks - #605951 - #606637 |                 | 289,771.45           |
| ACH - #282964 - #286106    |                 | 9,185,887.59         |
|                            | <i>Subtotal</i> | <u>9,475,659.04</u>  |
| Purchase Card/ACH Withdraw |                 | 226,255.27           |
|                            | <i>Subtotal</i> | <u>226,255.27</u>    |
| GRAND TOTAL                |                 | <b>20,907,193.00</b> |

BOND PROPERTIES  
 Bond Properties Total (30 different properties) 3,616,303.03

- B. Resolution No. 5483 Relating to the Salary Schedule for Housing Authority Employees; authorizing a pay increase of 2% effective at the beginning of the first two-week pay period occurring entirely in November

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion was duly carried by unanimous vote, the Board approved the Consent items.

**VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION**

- A. Resolution No. 5484 Approval of the King County Housing Authority's Moving to Work Annual Plan for FY 2015

Katie Escudero, Moving To Work Policy Analyst, briefed the Board on the KCHA's final FY 2015 Moving To Work Annual Plan for submission to the Department of Housing and Urban Development. Ms. Escudero explained the modifications made to the Plan, since the last Board briefing and provided details regarding stakeholder outreach.

All questions raised by the Commissioners were satisfactorily addressed by staff.

On motion by Commissioner Brown, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5484.

### **VIII. BRIEFINGS & REPORTS**

#### **A. New Bank Accounts**

Craig Violante, Director of Finance, reported that the Housing Authority had opened one new bank account in relation to the Windsor Heights Apartments. Mr. Violante mentioned that this is a checking account that will be used to receive and hold property income.

#### **B. Executive Directors Report**

Stephen Norman announced that KCHA received 92 Veteran Affairs Supportive Housing Vouchers.

### **XI. COMMISSIONER COMMENTS**

Chair Barnes stated that during the Board Retreat scheduled for October 17 and 18, 2014 Commissioners will have the opportunity to interact and have an informal discussion on a range of topics. Mr. Barnes also mentioned that two guest speakers will join the Board to discuss regional perspectives.

### **XV. ADJOURNMENT**

On motion by Commissioner Palmer, seconded by Commissioner Mitchell, which motion was duly carried by unanimous vote, the Board adjourned the meeting at 8:59 a.m.

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



**DOUGLAS J. BARNES**, Chair  
Board of Commissioners



**STEPHEN J. NORMAN**  
Secretary