

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

Monday, October 10, 2016

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, October 10, 2016 at the King County Housing Authority, 700 Andover Park West, Tukwila, WA 98188. There being a quorum, the meeting was called to order by Chair Doug Barnes at 8:31 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair), Commissioner Michael Brown (Vice-Chair) arrived at 8:31 a.m., Commissioner Susan Palmer, Commissioner TerryLynn Stewart, and Commissioner John Welch

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

On motion by Commissioner Palmer and seconded by Commissioner Stewart, the Board approved the minutes from the Board of Commissioners' meeting of September 19, 2016.

V. APPROVAL OF AGENDA

On motion by Commissioner Brown and seconded by Commissioner Stewart, the Board approved the October 10, 2016 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

- A. Voucher Certification Reports for August 2016
- B. Resolution No. 5550: Acquisition of Investor Members interest Green River Homes, LLC (Valley Park Apartments)

On motion by Commissioner Brown, seconded by Commissioner Welch, the Board approved the consent agenda.

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

- A. Resolution No. 5551: Approval of the King County Housing Authority's Moving to Work Annual Plan for FY 2017

Katie Escudero, Moving to Work Program Manager, briefed the Board on Resolution No. 5551. Ms. Escudero provided an update on the status of the Plan, and mentioned that no substantive changes had been made to the Plan since its review by the Board in September. Ms. Escudero also gave a summary of the public comments received in relation to the MTW Plan.

Commissioner Stewart thanked Ms. Escudero on behalf of the Resident Advisory Committee and mentioned that the Committee was appreciative of the public comment period allowing them to provide input.

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

On motion by Commissioner Stewart, seconded by Commissioner Palmer, the Board approved Resolution No. 5551.

B. Resolution No. 5552: Authorizing a change in the Administrative Pay Schedule of 2.3% effective November 12, 2016

Connie Davis briefed the Board on Resolution No. 5552 and mentioned the approval would authorize a 2.3% cost of living increase in salaries for all Administrative employees. The cost of living increase in wages is equivalent to the CPI-W published by the Bureau of Labor Statistics annualized as of June 2016. Ms. Davis mentioned that the increase will be effective November 12th, 2016 and explained that this resolution does not cover the employees represented by the Seattle-King County Building and Construction Trades Council. Ms. Davis also provided an update on KCHA's retirement plan funded through the Public Employee Retirement System.

Commissioner Stewart explained why she is in disagreement with the approval of Resolution No. 5552.

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

On motion by Commissioner Welch, seconded by Commissioner Palmer, a Nay vote was recorded from Commissioner Stewart, and Yea votes from Commissioners Welch, Palmer, and Brown, therefore the Board approved Resolution No. 5552.

VIII. BRIEFINGS & REPORTS

A. Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened one new business checking bank account, in relation to the Highland Village Apartments.

B. Third Quarter CY 2016 Procurement Report

Connie Davis reported on the procurement activities for the period July through September 2016. Ms. Davis mentioned that the report represents the activity involved in the award of contracts over the amount of \$100,000 and change orders that cumulatively exceed 10% of the original contract amount.

John Eliason provided a status update on the Windrose property in response to Commissioner Stewart's inquiry.

In response to Commissioner Barnes' question, staff provided a brief update on the Energy Performance Contract and mentioned that the Board will receive a more detailed presentation on the commitment for MTW funds pertaining to the project at the December Board meeting.

C. Mid Year Capital Projects Report CY 2016

Dan Watson, Deputy Executive Director, provided an overview of the year to date progress of capital project for all KCHA departments including Capital Construction, Asset Management, Housing Management, HOPE VI and Development. Mr. Watson also updated the Board on major projects at Forest Glen and Juanita Trace. John Eliason briefed the Board on the BDR and Connor Homes transactions at Greenbridge.

IX. EXECUTIVE SESSION

A. To review the performance of a public employee (RCW 42.30.110 (1))

Chair Barnes called for an Executive Session, at 9:20 a.m., as authorized by RCW 42.30.110 (1) (g) – "To review the performance of a public employee".

The meeting of the Board of Commissioners was reconvened at 9:35 a.m. by Chair Barnes.

No action was taken by the Board as a result of the Executive Session.

X. STUDY SESSION: KCHA's Research Agenda

Megan Hyla, Director of Policy and Government Affairs, introduced the department team and provided background information on the expansion of the department.

Sarah Oppenheimer, Senior Administrative Program Manager gave a presentation on KCHA's recent Research and Evaluation agenda initiatives as well as information highlighting focus areas and discussing the potential development of an agency Data Management Plan.

Katie Escudero, Administrative Program Manager explained how the Research and Evaluation agenda will tie into the Moving To Work program to form new policy initiatives and used as a resource to provide standings in the annual MTW report to HUD.

David Forte, Research Analyst provided an overview of the Student and Family Stability Initiative (SFSI) program model. Mr. Forte also discussed how KCHA was going to utilize the Evaluation going forward as well as current and future SFSI program activities.

Andrew Calkins, Administrative Program Manager discussed the five Tier Payment Standards System and Evaluation Plan. Mr. Calkins presented data results collected since implementation and mentioned that the data for 2016 should be available in March 2017. Mr. Calkins stated that staff would then provide a full set of the data captured for the year, along with an evaluation report.

Alexis Warth, Senior Management Analyst presented the annual Resident Services Characteristics report, which highlighted basic experience and characteristics of households entering and exiting KCHA's programs. Ms. Warth also presented some of the key findings for 2015, identified in the report and discussed details of the proposed Data Management Plan.

Commissioner Stewart commended staff for their efforts and highlighted the importance of this research as it can be utilized as solid documentation to assist in the receipt of HUD funding. Commissioner Stewart asked about outreach to Residents in regard data collection. Ms. Oppenheimer stated that although the current report includes Administrative, further outreach will be conducted in order to capture Resident information.

In response to a Commissioner Barnes question, staff stated that the determination of the main focus areas stemmed from various discussions. Staff explained that discussions were held with senior level, front line and operational staff in addition to consulting work with the University of Washington and experts from the Urban Institute in affordable Housing, Homeless research.

Commissioner Welch stated he would be interested to know research conclusions on best practices pertaining to resident engagement and approximate financial savings for School districts through the SFSI program going forward.

Commissioner Brown asked staff to return with plans for using the data for external knowledge and its relation to federal, local and internal policies. Mr. Brown mentioned that he would like to see how staff will utilize this data to inform policy makers and other external stakeholders.

XI. EXECUTIVE DIRECTOR'S REPORT

Tim Walter, Senior Director of Development and Asset Management provided an update on Abbey Ridge per the request of the Executive Director.

XII. KCHA IN THE NEWS

None.

XIII. COMMISSIONER COMMENTS

Commissioner Stewart asked about the 2017 Board meeting schedule.

Commissioner Welch had an inquiry regarding Board Member badges and the next board meeting date.

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

XIV. ADJOURNMENT

On motion by Commissioner Stewart, seconded by Commissioner Barnes, the Board adjourned the meeting at 10:34 a.m.

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



STEPHEN J. NORMAN
Secretary

DOUGLAS BARNES, Chair
Board of Commissioners