

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

Monday, March 20, 2017

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, March 20, 2017 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 8:38 a.m.*), Commissioner TerryLynn Stewart, and Commissioner John Welch

Excused: Commissioner Susan Palmer

III. PUBLIC COMMENT

Resident Lillie Clinton commented on maintenance issues in her unit.

IV. APPROVAL OF MINUTES

A modification was made to the minutes, addressing Section X. Executive Director's Report.

On motion by Commissioner Stewart and seconded by Commissioner Welch, the Board unanimously approved the revised minutes from the Board of Commissioners' meeting of February 21, 2017.

V. APPROVAL OF AGENDA

On motion by Commissioner Stewart and seconded by Commissioner Brown, the Board unanimously approved the March 20, 2017 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for January 2017

January 2017

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals

	1,740,115.47
Subtotal	<u>1,740,115.47</u>

Accounts Payable Vouchers	
Key Bank Checks #307341-#307877	4,409,824.67
Tenant Accounting Checks #10314- #10326	3,510.31
Commerce Bank Direct Payment	58,610.99
<i>Subtotal</i>	<u>4,471,945.97</u>
Payroll Vouchers	
Checks - #90364 - #90388	24,940.77
Direct Deposit	1,333,500.45
<i>Subtotal</i>	<u>1,358,441.22</u>
Section 8 Program Vouchers	
Checks - #616357-#616665	180,600.20
Refund Checks	18,448.57
ACH - #371116-#373903	10,886,968.65
<i>Subtotal</i>	<u>11,086,017.42</u>
Purchase Card / ACH Withdrawal	
	173,645.00
<i>Subtotal</i>	<u>173,645.00</u>
GRAND TOTAL	18,830,165.08

BOND PROPERTIES	
Bond Properties Total (31 different properties)	1,956,021.13

On motion by Commissioner Brown and seconded by Commissioner Stewart, the Board unanimously approved the consent agenda.

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

None.

VIII. BRIEFINGS & REPORTS

A. 2016 Year End Capital Report & 2017 Capital Budget

Dan Watson, Deputy Executive Director, provided an overview of the results for the 2016 Construction and Capital Improvement Program and expectations for 2017. Mr. Watson presented the 2016 Capital budget and actual expenditures including accomplishments by the HOPE VI, Asset Management and Housing Management departments. Mr. Watson provided an update on the Energy Performance Contract and described the 2017 Construction budget along with major projects and incentives.

B. 2016 Moving to Work Report (MTW)

Katie Escudero, MTW Policy Analyst, provided an overview of highlights and accomplishments from the past year. Ms. Escudero mentioned that a presentation on Resident Characteristics will be provided by the Policy & Research department at the next Board meeting.

Commissioner Welch asked about the lessons learned from the Resident Opportunity Plan (ROP) mentioned in the MTW Report. Stephen Norman, Executive Director, explained the process that led staff to make the five ROP recommendations listed and provided background information on the program.

Mr. Norman commended staff for its efforts on the MTW Report. Mr. Norman also mentioned that the Report is in draft form and the final document will be distributed to the Board.

Chair Barnes inquired about the ability of the Agency to maintain the level of MTW-related services in the near future given the federal budget proposals. Mr. Norman stated that funding sources are identified for all 2017 operating and capital expenses. There will be an impact on 2018 and beyond, but it is premature to predict those impacts as the federal budget has not yet been developed by Congress.

C. Housing Management Software – Tenmast Update

Katie Fries, Tenmast Administrative Program Manager, provided an overview and background of the project. Ms. Fries highlighted milestones, key challenges and provided an update on the 2017 Work Plan related to the software system.

Housing Choice Vouchers Waitlist Opening

Sean Heron, Senior Director of Leased Housing Program provided a brief update on the opening of the Housing Authority's waitlist and mentioned that the Board will receive another update following closure of the waitlist. Mr. Heron presented data from prior waitlist openings and the key areas staff will be focusing on. Mr. Heron stated the waiting list will be open beginning April 5, 2017 through April 18, 2017.

IX. EXECUTIVE SESSION

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

Chair Barnes announced the start of the Executive Session at 9:59 a.m.

The meeting of the Board of Commissioners was reconvened at 10:15 a.m. by Chair Barnes.

X. EXECUTIVE DIRECTOR'S REPORT

Mr. Norman provided an overview of the proposed 2017 and 2018 federal budgets and their potential impact on KCHA's programs.

XI. KCHA IN THE NEWS


None.

XII. COMMISSIONER COMMENTS

XIII. ADJOURNMENT

On motion by Commissioner Brown, seconded by Commissioner Welch, the Board adjourned the meeting at 10:29 a.m.

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


DOUGLAS J. BARNES, Chair
Board of Commissioners


STEPHEN J. NORMAN
Secretary