

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

Monday, March 23, 2020

I. CALL TO ORDER

The telephonic meeting of the King County Housing Authority Board of Commissioners was held on Monday, March 23, 2020 at 600 Andover Park West, Tukwila, WA 98188. There being a quorum, the meeting was called to order by Chair Doug Barnes at 8:30 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) (via Telephone), Commissioner Susan Palmer (Vice-Chair) (via Telephone), Commissioner Michael Brown (via Telephone) and Commissioner TerryLynn Stewart (via Telephone).

Excused: Commissioner John Welch.

III. Public Comment

None.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – February 18, 2020

On motion by Commissioner Susan Palmer and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the February 18, 2020 Board of Commissioners' Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Michael Brown, the Board unanimously approved the March 23, 2020 telephonic Board of Commissioners' meeting agenda.

VI. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION

A. Resolution No. 5649 – Resolution providing for the issuance of refunding revenue bonds of the Authority in the aggregate principal amount of not to exceed \$145,000,000; authorizing the execution and delivery of a supplemental trust

indenture, the bonds, a deed of trust, and other documents; and determining related matters.

Tim Walter, Senior Director of Development and Asset Management presented that that this Resolution is to authorize the issuance of tax-exempt housing revenue bonds to refinance the Hampton Greens, Cascadian, Walnut Park, Woodcreek Lane and Woodridge Park Apartments.

Questions of Commissioners' were answered.

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Michael Brown, the Board unanimously approved Resolution No. 5649.

B. Resolution No. 5650 – Resolution providing for the issuance of revenue bonds of the Authority in the aggregate principal amount of not to exceed \$33,000,000, the proceeds of which will be used to make a loan to Abbell LLLP, a Washington limited liability limited partnership of which the Authority is the sole general partner; and determining related matters.

Tim Walter, Senior Director of Development and Asset Management described that both resolutions 5650 and 5651 have the same structure. The bond issues are virtually exactly the same, they are just one for each of the two different tax credit partnerships.

We are bringing forward to the Board for the long term permanent financing for both of these developments.

Questions of Commissioners' were answered.

On motion by Commissioner Susan Palmer and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved Resolution No. 5650.

C. Resolution No. 5651 – Resolution providing for the issuance of revenue bonds of the Authority in the aggregate principal amount of not to exceed \$13,000,000, the proceeds of which will be used to make a loan to Woodland North LLLP, a Washington limited liability limited partnership of which the Authority is the sole general partner; and determining related matters.

On motion by Commissioner Michael Brown and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution No. 5651.

D. Resolution No. 5652 – Authorizing the Executive Director and Designees to Waive Internal Policies and Procedures

Craig Violante, Director of Finance explained that KCHA has a multitude of policies and procedures that govern how we perform our work on a day to day business.

As part of the annual accountability audit, they look to make sure we are following all state laws, but they also come in and audit to see if we are following our own policies and procedures. The problem at the moment is that some of these policies and procedures, could stand in the way or hinder in our current structures, as we have many employees telecommuting.

This resolution allows the Executive Director and designees to waive any internal policy and procedure that is deemed to be hindering the emergency operations of KCHA during the COVID-19 global pandemic. This resolution is slated to last until rescinded by the Board.

Questions of Commissioners' were answered.

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Michael Brown, the Board unanimously approved Resolution No. 5652.

VII. BRIEFINGS AND REPORTS

A. New Bank Accounts

Craig Violante, Director of Finance reported that there was one new bank account.

VIII. STUDY SESSION

A. KCHA response to COVID-19 Virus

- We have taken proactive steps and created a Virus Response Team (VRT) that is made up of six people and that meet on a daily basis.
- Virus Response email was set up for staff to send questions and comments.
- Maximized Teleworking for all staff that can, approximately 80% of our CO.
- Reassigned staff to other work.
- Written Catastrophic Emergency Temporary Work and Pay Plan
- Communicating with staff via email, phone trees, website, and facebook postings. We are also launching an employee sharepoint site.
- Employees were set up early on with the crisis for payroll and issuing HAP checks, there has not been any interruption in these tasks.
- Participating on several task forces with Public Health, King County, CLPHA, NARHO, AWAH and Seattle Housing Authority.
- We have set up a financial account number for all COVID-19.

- Keeping our senior buildings safe – we have taken many steps:
 - Reassigned maintenance staff to disinfecting buildings twice a day on the weekdays and once a day on the weekends. Our properties will not look as good as they usually do because of the change in assignments.
 - Replacing HVAC filters – new are rated as an 80 and take out a good portion of the viruses.
 - Ordered ultraviolet lights for HVA systems. These lights kill viruses and bacteria both.
 - Closed community rooms so people are not meeting in large groups.
 - Not preventing visitors, but we are asking people if they are sick to not come into the buildings. We didn't restrict visitors as we have case workers that are coming in and wanted to continue services.
 - Discontinued routine work orders during this time
 - Stopped yearly inspections – MTW office of HUD has approved these changes.
 - Social distancing for residents when talking with neighbors.
 - Resident Services – calling residents to make sure they are okay.
 - Resident Concerns – Section 8 is closed to the public.
 - Moving forward with new housing for public housing and section 8.
 - Answering phones in section 8 with a phone tree. Usually we have had two people on the phone tree, now we have four people.
 - All of our offices are closed to public but people are still answering questions and are there.
 - Monitoring the number of employee's that are out
 - Contingency plans in case we have a lot of employees out if we need to have the sanitation work done.
 - Supplies – we have a couple of months disinfectant supplies.

Senior and Disabled Residents Meal Program

- Starting on March 25th we will begin a food program for seniors and disabled public housing residents in partnership with a corporate sponsor. Serving 850 of our residents across 23 properties. Meals are professionally prepared.
 - Deliveries are on Monday's, Wednesday's and Friday's for 30 days with an opportunity to extend.
 - 4 drop off locations and then into cargo vans to other areas:
 - Auburn – Plaza 17
 - Burien – Yardley Arms
 - Redmond – Patricia Harris
 - Shoreline - Northridge
 - KCHA is committing \$9000 in transportation costs for 1 month
 - KCHA is committing \$9000 in transportation costs for one month for \$15,000 of meals per day and values of up to \$500,000 for the meal cost in this time period.
 - KCHA helpers to help with door to door delivery. Training on social distancing and cleanliness.

- Residents will be informed of delivery window rather than door knocking.

School District Meal Program

- We are also coordinating meal delivery with school districts. Our focus has been with school districts that we have more than 30 school age students and further than one mile then the school distribution site.
 - Auburn - Burndale and Firwood Circle
 - Shoreline - Ballenger Homes
 - Lake Washington – Juanita Court, Juanita Terrace, Avendale Manor Forrest Grove
 - Kent – Birchcreek, Cascade and Valley Key
 - Bellevue – Spiritwood Manor and Hidden village
- Ongoing coordinating and planning is required. As of March 23, nearly 750 children and their families are being served.

New Normal – To work in a new way involves changes that we may keep longer. There is a lot of creativity and innovation that is taking place in this time of crisis that may lead to greater efficiency and longer term.

IX. EXECUTIVE DIRECTOR REPORT

Director Norman noted that the COVID-19 status update provided just a hint of the complexity and level of work actually involved in responding to this challenge. He cannot praise the staff highly enough for the steps they've taken, starting with the Virus Response Team. In particular he would like to single out Jill and Mike for their leadership roles.

While the industry is seeing challenges across the board in sustaining essential operations, this has not yet been a significant problem here. This reflects how strongly supported staff feel at KCHA, in particular by Human Resources, Information Technology, and Administration, in terms of both personal economic security and the way in which we are approaching work safety issues. There is a tremendous commitment to mission in this organization. Would like to give Jill and Mike all of the credit in the world for this.

Director Norman outlined a number of concerns. While the financial impacts of the pandemic will not be clear for some time, one big concern is clearly around budget. This is significant issue nationally – the industry is estimating that \$8.5 billion in supplemental appropriations will be necessary to keep housing authorities operating over the next six months.

Director Norman outlined discussions regarding the supplemental funding package currently under consideration in Congress. At present there is a little under \$2 billion in the proposed relief package for Housing Authority programs. Less than 25% of what

the industry calculates will be needed. There is continued advocacy for additional support on the Senate side (Senator Patty Murray has been terrific on this) and we are working hard, as a national coalition, to increase the numbers in the House version.

We are very fortunate that so many of our process changes that provide increased operational flexibility can be implemented without HUD approval under our Moving to Work contract. HUD is unable at this time to provide blanket waivers for regulatory requirements, so new approvals have to be issued on a case by case basis - and there are over 3000 housing authorities. This is bogging down HUD's ability to provide badly needed operational flexibility. One of the provisions in the proposed legislative package would empower HUD to provide blanket regulatory, and in some cases statutory, relief - enabling housing authorities to put the HUD rulebook aside and efficiently address local challenges.

He agreed with Commissioner Stewart's assessment of the health concerns in our senior buildings. He noted that KCHA is doing everything that it can, but it is probably inevitable that we will see some hotspots in the portfolio. We are working on the secondary fallback strategy for dealing with this eventuality.

He noted that it is incredibly important that we support residents in self-isolating and sheltering in place. If residents don't have food in the house and need medicines, they can't stay at home. High praise for the work that is being done by Helen Howell and the Social Impact team, with volunteers from across the agency on the food front. It is not enough, however and needs to be expanded.

We also have to determine how to deliver medicines and other vital supplies. Currently KCHA is beginning to conduct wellness checks and trying to make sure that residents who fall ill are connected into the healthcare system. This will be an ongoing concern over the next few weeks as the pandemic unfolds.

The staffing challenges will inevitably impact us. We will see staff becoming sick, staff having to stay home to care for other family members who are sick, staff dealing with childcare, staff who burn out under the stress. We need to pay attention to this and support staff every way we can.

Staffing shortfalls will require additional short term hiring. It is increasingly difficult to find contractors to fill in for tasks such as facility cleaning, these resources are simply not available. Additional in-house manpower will be required.

Director Norman acknowledged feedback from the Board about assuring that KCHA is equitable, transparent and consistent in modifying and waiving policies and procedures and that the changes are well documented. The Authority should also look upon this as an opportunity to effect process improvements in how we do business on an ongoing basis.

A couple of cheerier, non-COVID notes:

KCHA received word this week that the Authority has been awarded an additional 100 Family Unification Program Vouchers by HUD. This was the largest award in the nation and almost 5% of the total dollar allocation nationally. It reflects how highly regarded our local efforts are – congratulations to Kristy Johnson and the Homeless Housing Initiative team unit for the application that they put in, and to the Housing Choice Voucher staff for the work they do in administering these vouchers.

We have also been invited to submit a follow-up proposal to Sound Transit for the development of the Spring District site that we briefed the Board on last month. We are one of an unspecified number of applicants who were invited to re-submit in a second round. We will keep the Board apprised of these discussions.

X. KCHA IN THE NEWS


None.

XI. COMMISSIONER COMMENTS

XII. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:08 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary