

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

Monday, May 18, 2020

I. CALL TO ORDER

The telephonic annual meeting of the King County Housing Authority Board of Commissioners was held on Monday, May 18, 2020 at 700 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), Commissioner John Welch (via Telephone) and Commissioner TerryLynn Stewart (via Telephone).

III. Public Comment

None.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – March 23, 2020

On motion by Commissioner Susan Palmer and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the March 23, 2020 Board of Commissioners' Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Michael Brown and seconded by Commissioner Susan Palmer, the Board unanimously approved the May 18, 2020 telephonic annual Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

On motion by Commissioner Susan Palmer and seconded by Commissioner Michael Brown, the Board unanimously approved the May 18, 2020 telephonic annual Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION

A. **Resolution No. 5653** – A Resolution Authorizing the Executive Director to Provide Authority Eligible Employees with Additional Paid Leave in Calendar Year 2020

Jill Stanton, Deputy Executive Director for Administration explained that this recognizes the extraordinary efforts of the employees of the King County Housing Authority in response to the COVID-19 global pandemic by providing an additional benefit of five days of paid flexible leave for use in calendar year 2020. This also allows for carryover of annual vacation leave.

Questions of Commissioners' were answered.

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner John Welch, the Board unanimously approved Resolution No. 5653.

VIII. BRIEFINGS AND REPORTS

A. VRT Briefing –

Jill Stanton, Deputy Executive Director for Administration

VRT – Virus Response Team

- The VRT continues to meet daily for an hour and to strategize on ways to keep both staff and residents safe to the best extent that we can. They are shifting focus to reopening with a conservative approach.

Tonya Harlan, Director of Human Resources

- We have emergency Pay Plans that we introduced on March 18th that avoid disruption of pay/benefits. They are effective and have improved moral. There is a larger scale of the teleworking culture.

Judi Jones, Director of Housing Initiatives - Policy and Program Waivers Update

- We have implemented waivers that are allowed through the MTW program and there was a policy put in place in 2009 that still remains part of our HCV policy that we have now revamped.
- There are 24 policy waivers and procedural waivers that we have implemented: We have simplified reporting. These can stay in place for up to 60 days following the announcement that the emergency no longer exists.
- There were 16 waivers that HUD approved under the CARES ACT.
- Some of the waivers have current end dates of July 31, 2020 unless HUD extends them.
- Full suspension of HUDS community service through March 2021.

Mark Abernathy, Risk Manager

- VRT – Virus Response Team
- VST – Virus Supply Team
- VST is to determine the critical supply and standardize supply with a target of four months of inventory.
- This team is made up of: Mark Abernathy, Chris Clevenger, Kevin Anderson, David Miller, Craig Bartlett and Lisa Halvorson.

- Critical Supplies
 - Disinfectant
 - Hand Sanitizer
 - Face Coverings
 - Gloves

Jill announced that this is Mark Abernathy's last Board meeting. He started at KCHA in 2011 and he will be retiring in June. Thank you Mark, for all that you have done. We will miss you.

Bill Cook, Director of Public Housing - Impact on rent collections in Property Management.

1) Eviction Moratorium – Unpaid rent was \$90,000

2) Loss of jobs/income – 30-40% in the last couple months.

- Subsidy from HUD will help with the rent reductions for residents that have loss of jobs/income.
- There has been an uptick of online rent payments.

Craig Violante, Director of Finance

- Notification from HUD on additional funding
 - 1.7 Million Public Housing
 - 1.8 Million HCV Program

The 1.8 Million we have received in cash for the HCV Program. The 1.7 Million for the Public Housing is a reimbursement Program for a total of 3 ½ Million.

- Sunset of December 31, 2020 – If the funds are not spent, they are to be returned.
- There are not a lot of trends right now. We want to wait another month to see trends.

B. Community Indicators Dashboard

Helen Howell, Senior Director for Policy, Research and Social Impact Initiatives explained the Community Indicators Dashboard in detail.

- Over 65% of extremely low income households are severely rent burdened and paying over 50% of their income on rent. These are households that have \$0-36K (30%AMI) annually.
- The remaining 35% are likely recipients of housing assistance.
- According to HUD, King County has the 8th most expensive rental market in the nation. Rents have risen 29% since Dec 2019.

C. First Quarter 2020 Executive Dashboard

Andrew Calkins, manager of Policy and Legislative Affairs reported that this is for the First Quarter – January 2020 through the end of March 2020.

- Revenue for Q1 shows a variance of 104%, this was funding that was allocated in 2018 but doesn't represent any additional funding or spending.

- Shelter Burden Rate in the operations section dropped to 15.6% in March due to the Housing Authority applying Cost of Living adjustments (COLA's) for households that received Social Security Income. Approximately 33,000 households were affected. We also applied new payment standards which moved people from the shelter burden to the non-shelter burden category.

D. Fourth Quarter 2019 Financial Statement

Windy Epps, Assistant Director of Finance reviewed the Financial Statement.

- Overall financial position for KCHA in 2019 was very strong.
- Operating revenues were close to target exceeding the adopted budget by 2.7%.
- Operating expenses were favorable and coming under budget by 1%.

IX. EXECUTIVE SESSION

9:38am – KCHA Board meeting was suspended for an Executive Session.

10:35am – KCHA Board meeting was reconvened.

IX. X. EXECUTIVE DIRECTOR REPORT

Director Norman followed up on the report earlier from the Virus Response Team, complementing the VRT, Senior Leadership and the entire KCHA staff for the way they have risen to the occasion in the face of the COVID-19 epidemic. The VRT is doing stellar work in supporting staff and in being flexible and responsive as we try to keep essential services functioning during this time.

He thanked the Board for their support and encouragement.

He noted that slightly over \$3.5 million has been received by KCHA under the CARES Act to defray revenue losses and additional expenses incurred.

There has been a subsequent COVID-19 stimulus bill passed by the House of Representatives entitled the HEROS Act. Provision of this bill include:

- \$6 billion in supplemental funding for the Public Housing and Housing Choice Voucher programs.
- \$1 billion in incremental housing choice vouchers intended for one time use only
- \$100 billion in time-limited emergency rental assistance.

This bill has now been transmitted to the Senate and is a long way from passage, but it introduces the need for significant rental housing assistance into the discussion. It reflects the increasing realization that significant numbers of low income households in our country are in danger of falling into homelessness as a result of the economic collapse.

He was pleased to report that it appears that we are eligible for up to 95 additional vouchers for households living with disabilities under a recent award made by HUD. We have not received formal notification or the exact number of vouchers yet. These vouchers would target some of the most at-risk households in our region.

Director Norman was less pleased to report that while last month HUD informed Senator Murray that we had received \$1.2 in new funding million for 100 additional vouchers for homeless families, and had issued a press release and an award letter confirming this, they had just informed KCHA that while the monetary award remained at \$1.2 million, the number of new families we would be allowed to house had been reduced from 100 to 71.

Director Norman has appealed this issue directly to the Assistant Secretary for Public and Indian Housing and will let the Board know the outcome of the appeal.

On the operations side, Director Norman noted that we are continuing to move new families into housing and that at the end of the day, particularly in light of the pandemic, this is the most important role that we can play. He thanked the line staff for their hard work and commitment in making this possible.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

Commissioners thanked staff for all of the reports and wanted to share that staff knows their importance and that the Board supports them through this crisis.

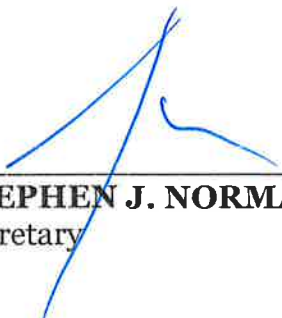
XIII. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:43 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary