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

Monday, June 15, 2020

I. CALL TO ORDER

The telephonic meeting of the King County Housing Authority Board of Commissioners was held on Monday, June 15, 2020 at 700 Andover Park West, Tukwila, WA 98188. There being a quorum, the telephonic meeting was called to order by Chair Doug Barnes at 8:31 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 – May 18, 2020

B. Board Meeting Minutes – June 9, 2020

On motion by Commissioner Susan Palmer and seconded by Commissioner Michael Brown, the Board unanimously approved the May 18, 2020 and June 9, 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 June 15, 2020 telephonic Board of Commissioners’ meeting agenda.

VI. CONSENT AGENDA

On motion by Commissioner Susan Palmer and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the June 15, 2020 telephonic Board of Commissioners’ meeting consent agenda.
VII. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION

A. Resolution No. 5656 – A Resolution of the Housing Authority of the County of King, Recognizing Mike Reilly for over 41 years of Service to the Residents and Communities of King County and to the King County Housing Authority.

Commissioner Barnes presented and Commissioner Palmer read the Resolution in its entirety for Mike Reilly.

Commissioners and others gave compliments and gratitude to Mike Reilly.

On motion by Commissioner Terry Lynn Stewart and seconded by Commissioner Michael Brown, the Board unanimously approved Resolution No. 5656.

VIII. BRIEFINGS AND REPORTS

A. Virus Response Team Briefing
   Jill Stanton, Deputy Executive Director for Administration and Mike Reilly, Deputy Executive Director/Housing Management reported on what the Virus Response Team has been working on.

   VRT – Virus Response Team
   - We are working on reopening plans
   - Self Wellness Screening
   - Trainings to build a culture:
     - Face coverings
     - Hygiene
     - Social Distancing
   - Ginger Peck started on June 1 as the new Risk Manager.
   - We will be in a multi-phase reopening, that will start with limited capacity of 25% of staff
   - We have videos, posters, and signage
   - We will still have flexible work schedules and telework
   - Kitchens, Community Rooms and Conference Rooms, will be at 25% capacity
   - Community rooms will be open soon with pre-approved usage so they can be sanitized before and after use.
   - All employees are responsible for cleaning their own personal work spaces
   - VRT meets daily
   - There is a concern that we will have an increase in COVID-19 when fall comes – gloves, masks, disinfectants for four months are being stocked
   - Outdoor eating areas around buildings have been increased to have more space with social distancing
   - CLPHA – has given us 10,000 reusable free masks and they are sending another 5,000
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- Disinfecting senior buildings twice a day. The CDC is recommending once a
day, so we may go to once a day and the frequently touched areas will be
done more frequently like elevator buttons, front doors. If things become
worse, we will disinfect more often.

B. Payment Standards Review
Tyler Shannon, Research and Data Analyst and Jeb Best, Director of Housing
Choice Vouchers explained the Community Indicators Dashboard in detail using
the slide show they created.

They are not recommending any changes to the payment standards at this time.

C. Sale of KCHA Bonds
Tim Walter, Senior Director of Development and Asset Management gave a brief
overview of the recent bond sale.
The bond sale was put together for final financing of Hampton Greens and four
other properties with variable interest rates.

Acknowledgment went to Wen Xu for her role in overseeing the Asset Management
department and the success of the workforce housing and Asset Management
Portfolio.

D. Annual Resource Conservation Sustainability Plan Update
Jenna Smith, Resource Conservation Manager; Patrick Malloy, Resource
Conservation Specialist and Scott Percival, Management Analyst/Sustainability
Management Analyst all contributed to the Plan. Jenna Smith presented the Plan
Update to the Board with details.

The third year has been completed out of the five year plan and making good
progress.

E. First Quarter 2020 Procurement Report
Jill Stanton, Deputy Executive Director for Administration presented the report.

F. First Quarter 2020 Summary Write-Offs
Bill Cook, Director of Public Housing presented the report.

IX. EXECUTIVE DIRECTOR REPORT

None.

X. EXECUTIVE SESSION

A. To review the performance of a public employee (RCW 42.30.110 (1) (g))
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9:41am – KCHA Board meeting was suspended for an Executive Session.

10:22am – KCHA Board meeting was reconvened.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

None.

XIII. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:23 a.m.

THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON

DOUGLAS J. BARNES, Chair  
Board of Commissioners

STEPHEN J. NORMAN  
Secretary