

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

**Monday, June 15, 2020**

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**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 TerryLynn 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

- 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))

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