

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

Monday, June 21, 2021

I. CALL TO ORDER

The Annual meeting of the King County Housing Authority Board of Commissioners was held virtually on Monday, June 21, 2021. There being a quorum, the virtual meeting was called to order by Chair Doug Barnes at 8:31 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) (via Zoom), Commissioner Susan Palmer (Vice-Chair) (via Zoom), Commissioner John Welch (via Zoom) and Commissioner TerryLynn Stewart (via Zoom).

Excused: Commissioner Michael Brown

III. PUBLIC COMMENT

No public comment.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – May 17, 2021

B. Board Meeting Minutes – May 26, 2021 – Executive Session

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Susan Palmer, the Board unanimously approved the May 17, 2021 and May 26, 2021 Executive Session Board of Commissioners' Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Susan Palmer, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the June 21, 2021 virtual Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Report for May 2021

B. Resolution No. 5693 - Resolution authorizing the extension and modification of the Authority's Revolving Line of Credit Revenue Note, 2011 (Tax-Exempt) and Revolving Line of Credit Revenue Note, 2011 (Taxable); establishing certain terms and covenants of the notes; authorizing the negotiation, execution and delivery of documents; and determining related matters.

On motion by Commissioner Susan Palmer, and seconded by Commissioner John Welch, the Board unanimously approved the June 21, 2021 virtual Annual Board of Commissioners' meeting consent agenda.

VII. RESOLUTION FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5694 – A Resolution Amending Resolution No. 5678 with Respect to the Acquisition of TOD Property in Issaquah.

In March, Resolution No. 5678 was approved by the Board. Shortly after that, Lumen, the owner of the subject property, rescinded their request to be relocated and requested the deal be structured as a simple purchase and sale agreement . The property appraised for \$12 million and, along with the cost of moving a cell tower the total acquisition price is expected to be \$12,600,000. November 2021 is the targeting closing date.

Questions of Commissioners were answered.

On motion by Commissioner John Welch, and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution 5694.

VIII. BRIEFINGS AND REPORTS

A. First Quarter 2021 Executive Dashboard

Andrew Calkins, Manager of Policy and Legislative Affairs, Social Impact gave a brief summary of the dashboard.

Mr. Calkins is working on developing a few options regarding the metrics on racial equity that will be presented at the Second Quarter presentation.

Questions of Commissioners were answered.

B. New Bank Accounts

Craig Violante, Interim Deputy Executive Director-Chief Administrative Officer reported that seven new bank accounts were opened last month.

Questions of Commissioners were answered.

C. VRT Update

The Virus Response Team gave details for plans for the future, as well as the work they have been doing.

Reopening Plans, Ginger Peck, Risk Manager

KCHA will have a three stage re-opening plan:

- Stage 1: KCHA offices to staff at up to a maximum 50% occupancy. Some departments will offer in-person appointments. Others will begin occupied in-unit work. Offices will still be closed to general public.
- Stage 2: KCHA offices open to staff and general public at up to 75%.
- Stage 3: KCHA opens at 100% in a new hybrid telework environment.
- KCHA is not linked to the state's Safe Start phases of reopening. The length of each KCHA stage will be determined by the VRT in collaboration with senior leadership. The VRT will regularly communicate with departments about its intentions to move to another stage.
- The VRT acknowledges that staff needs time for reopening, so in early June saw a communication campaign to help everyone prepare.
- KCHA will message general re-open information online in the future.

Vaccination Plans, Judi Jones, Interim Senior Director of Housing Initiatives

- Ms. Jones reported on what the VRT has been involved in for vaccinations as well as vaccination plans for the future.
- KCHA has done vaccination clinics for residents in properties that we own or manage.
- Over the past 6 months, KCHA partnered with many agencies to bring clinics directly on-site.
- There have been over 71 vaccination clinics that have vaccinated 1,960 people. Work continues with Fred Hutchinson and Swedish Medical to continue holding clinics.
- Thanks to the VRT and more than 125 volunteers to make sure these clinics have been successful in the community. The level of commitment that the KCHA staff has provided is amazing.

Reopening at Sites, Bill Cook, Director of Property Management

- July 19th is the date for stage 1 reopening.
- Property Management will be reopening by appointment only.
- Completion of non-emergency work orders will commence.
- Disinfection of buildings will continue at least 3 days per week.
- The Housing Choice Voucher department will open with appointment only for a limited number a hours per day and four days a week.
- Rent Assistance – There is a dramatic increase in the need for rental assistance. It is an open question about which moratoria will be extended.
- Andrew Calkins has been engaged in Eviction Prevention efforts. There is \$145 Million available from the Federal Government response to help. Residents are now being asked to apply for this. Payments will not start to be processed until mid-July at the earliest.

Emergency Work and Pay Plans. Tonya Harlan, Director of Human Resources

- The majority of KCHA staff are current working remotely. 80% of Central Office staff and 30% of field staff working remotely.
- 100 staff have exercised their right of paid sick leave for quarantining themselves or for when they have had COVID-19.
- Dependent Care Payment Assistance - reimbursement up to \$100 per week will sunset the first week of July 2021.
- Families First Coronavirus Response Act (FFCRA) ends on September 30.

The VRT has done a magnificent job working through unbelievable levels of detail. There are still problems and mixed advisories of mask wearing protocols.

Questions of Commissioners were answered.

There was a discussion of having in person Board Meetings in the future.

IX. STUDY SESSION

A. REDI Team

The REDI team shared with a PowerPoint presentation.

- Ken Nsimbi – REDI Co-Chair, Youth Programs Coordinator, Social Impact
- Camie Whidden – Administrative Program Manager/Training Program Manager, HR
- Channie Butler – REDI Co-Chair, Applications Development Specialist, Section 8
- Lisa Herrera – Property Manager

REDI Team Mission Statement:

To educate and shape organizational culture, practices, and systems through an equity lens within the agency and the communities we serve.

REDI Team Vision:

Eliminate racial disparities within the agency and in King County by fostering equity and inclusion.

Questions of Commissioners were answered.

X. EXECUTIVE SESSION

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

9:52 a.m. – Board meeting was suspended for the Executive Session.

10:32 a.m. – Board meeting was re-convened.

Resolution No. 5695 – Authorizing the Payment of a Retention and Accomplishment Incentive and the Establishment of a Retention and Accomplishment Incentive for the Executive Director for Calendar Years 2020 and 2021, Respectively.

On motion by Commissioner Susan Palmer and seconded by Commissioner John Welch, the Board unanimously approved Resolution No. 5695.

XI. EXECUTIVE DIRECTOR REPORT

Executive Director Norman reported that KCHA is currently very focused on developing a plan for the new Emergency Housing Vouchers just received from HUD. This is the largest single voucher award – 764 vouchers – in KCHA’s history. The strategy is being developed in close coordination with the newly established Regional Homeless Authority.

He reported that the final property purchases for the 1,000 unit acquisition and preservation initiative made possible through our partnership with Amazon are proceeding smoothly. Tim Walter, Senior Director of Development and Asset Management, discussed interest rate risks that the Authority is monitoring.

Director Norman also reported that we are close to finalizing the sale of the Oaks facility in Shoreline to Catholic Housing Services for redevelopment as permanent supportive housing. Under the terms of the sale KCHA is being reimbursed for both its cost of acquisition and all incidental expenses incurred while the Authority held the property.

Director Norman noted that this is the last Board meeting for two valued members of the KCHA team:

Jeb Best, the Director of the Housing Choice Voucher Program is retiring after 40 years at the Housing Authority. Jeb has done a phenomenal job in running the Section 8 program – during his tenure the program has tripled in size and his efforts have made a real difference in our community and in our client’s lives.

Jenn Ramirez Robson, KCHA’s Director of Resident Services, was acknowledged for all of her good work over the last seven years. Her focus on keeping the wellbeing and concerns of our clients front and center in the work that we do, and her role in helping KCHA develop new initiatives around resident education, health, self-sufficiency and housing stability were commended.

XII. KCHA IN THE NEWS

None.

XIII. COMMISSIONER COMMENTS

Commissioner Palmer stated that it is great that we have all of the vouchers.

All Commissioners gave thanks to Jeb and Jenn.

Commissioner Welch gave a shout out to the VRT and the REDI Team for their great work as well as the staff when they write the Executive Briefing memo's for the Board, they are top notch they are some of the best executive briefings documents that he has ever seen. They are so thorough that we don't have questions because they answer them in the report. Thank you for all of the preliminary and prep work that you do so that these meetings run smoothly.

XIV. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:47 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary