

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

**Tuesday, March 21, 2022**

**I. CALL TO ORDER**

The monthly meeting of the King County Housing Authority Board of Commissioners was held virtually on Monday, March 21, 2022. There being a quorum, the virtual meeting was called to order by Vice-Chair Palmer at 8:31 a.m.

**II. ROLL CALL**

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

**III. PUBLIC COMMENT**

No Public Comment.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – February 22, 2022

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Doug Barnes, the Board unanimously approved the February 22, 2022 Meeting Minutes.

B. Board Meeting Minutes – Executive Session - March 8, 2022

On motion by Commissioner John Welch, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the March 8, 2022 Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Doug Barnes, the Board unanimously approved the March 21, 2022 virtual Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

A. Voucher Certification Report for January 2022

B. Resolution No. 5715 – Resolution Authorizing the Payment of an Accomplishment Incentive for the Executive Director for Calendar Year 2021.

On motion by Commissioner Doug Barnes, and seconded by Commissioner John Welch, the Board unanimously approved the March 21, 2022 virtual Board of Commissioners' meeting consent agenda.

## **VII. BRIEFINGS AND REPORTS**

### **A. Risk Management/Insurance Coverage Presentation**

Ginger Peck, Risk Manager, and Susan Stead, Principal and Vice President, Parker Smith and Feek, gave a detailed overview of 2021 activity, current conditions, and future risk management trends.

Topics included:

- Property Insurance
- General Liability Insurance
- Other Liability Coverage
- Workers Compensation
- Costs and Trends
- Insurance Carrier Diversification

Questions of Commissioners were answered.

### **B. Office of EDI Update**

Scarleth Lever Ortiz, Senior Director for Equity, Diversity and Inclusion and Ji Soo Kim, Equity, Diversity and Inclusion Program Manager both presented the EDI First seven months at-a-glance presentation to the Board of Commissioners.

Questions of Commissioners were answered.

### **C. Completion of Renovations of Bellevue Manor, Abbey Ridge and Woodland North**

Dan Landes, Development Director presented the Tax Credit Renovations of Abbey Ridge, Bellevue Manor and Woodland North with details and pictures showing before and after renovations of each property.

Questions of Commissioners were answered.

### **D. KCHA Office Re-opening Status and Considerations**

#### Vaccination Policy Implementation

Tonya Harlan, Director of Human Resources

The Vaccine Mandate Policy was announced to Staff on Dec 1, 2021 and included a 90-day implementation plan that required staff to comply by February 28, 2022.

Ultimately there were 35 requests for either health or religious exemptions, and all were approved. The HR department partnered with leadership of other departments to develop reasonable accommodations that balanced the needs of KCHA and tenants with the requirement of maintaining a safe environment for all.

Full implementation was achieved on March 1, 2022.

#### Re-opening Status

Craig Violante, Interim Deputy Executive Director/Chief Administrative Officer, reported that a planned date of full re-opening is being discussed, and the development of a full re-opening plan is currently underway.

One of the key aspects of re-opening is a new Alternative Work Arrangement policy that will give employees increased flexibility in work location, hours, and weekly schedule.

With the rise of a hybrid work environment, where some employees will be working remotely while others will be in the office, many key issues have been identified, such as:

- The need for conference rooms with the technology capable of hosting hybrid meetings
- Training for managers and staff around operating in a hybrid environment
- Space planning issues (desk/office sharing) and “hot desks”
- Security

Questions of Commissioners were answered.

#### E. 2022 State Legislative Session Review

Andrew Calkins, Director of Policy & Intergovernmental Affairs, gave a presentation on the State Legislative Session and the Federal budget.

Questions of Commissioners were answered.

### **VIII. EXECUTIVE DIRECTOR REPORT**

Interim Executive Director Dan Watson acknowledged the work of Andrew Calkins on HB 1975. This legislation was critically important to KCHA's ability to maintain positive working relationships with its outside property management companies.

Mr. Watson also expanded on what Craig and Tonya discussed, focusing on the “new workplace normal”, acknowledging that employees are looking for a new kind of work environment. Mr. Watson reported that KCHA will continue to move slowly.

**IX. KCHA in the News**

None.

**X. COMMISSIONER COMMENTS**

None.

**XI. ADJOURNMENT**

Vice-Chair Palmer adjourned the meeting at 10:32 a.m.

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



**DOUGLAS J. BARNES**, Chair  
Board of Commissioners



**DANIEL WATSON**  
Secretary