

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

**Monday, April 18, 2022**

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**I. CALL TO ORDER**

The monthly meeting of the King County Housing Authority Board of Commissioners was held virtually on Monday, April 18, 2022. There being a quorum, the virtual meeting was called to order by Chair Barnes at 8:30 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**

Maria Hudson submitted written public comment.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – March 21, 2022

On motion by Commissioner Susan Palmer, and seconded by Commissioner John Welch, the Board unanimously approved the March 21, 2022 Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Susan Palmer, the Board unanimously approved the April 18, 2022 virtual Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

A. Voucher Certification Report for February 2022

On motion by Commissioner Susan Palmer, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the April 18, 2022 virtual Board of Commissioners' meeting consent agenda.

## **VII. RESOLUTION FOR DISCUSSION AND POSSIBLE ACTION**

**A. Resolution No. 5716** – Authorizing Approval of the Sustainability Action Plan for the Five Year Period from 2022 to 2026.

Scott Percival, Resource Conservation Program Manager, updated the board with clarified language around water usage.

Mr. Percival also reported on the feedback from the two resident outreach meetings, each with an average attendance of around of 45. There overwhelming consensus was positive and they are interested in getting involved with sustainability efforts.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution 5716.

**B. Resolution No. 5717** – Resolution Authorizing the Limited Payout of Accrued Vacation Leave in Excess of Maximum Annual Vacation Carryover Balances.

Craig Violante, Interim Deputy Executive Director and Chief Administrative Officer, explained that this resolution allows for a one-time policy variance that will raise the maximum accrual cap by 50% at 12/31/2022. The temporary exception will allow employees to avoid the loss of accrued vacation at the end of 2022.

On motion by Commissioner Susan Palmer, and seconded by Commissioner John Welch, the Board unanimously approved Resolution 5717.

**C. Resolution No. 5718** – Approval of the Revision of the KCHA Procurement Policy of Section B(1), Review and Approval Process, Section B(2), Budget Authority, Section B(4), Very Small Purchases and Section B(5), Small Purchases.

Craig Violante, Interim Deputy Executive Director and Chief Administrative Officer, explained that this resolution brings KCHA's Procurement policy into alignment with Federal regulations whereby contracts for goods and services valued as less than \$50,000 may be procured by obtaining a single bid. This will enable faster procurement of essential services throughout the entire agency.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved Resolution 5718.

**D. Resolution No. 5719** – Acknowledging Receipt of the Post Audit Reports for the Period January 1, 2020 through December 31, 2020.

Windy Epps, Finance Director, presented the Audit Reports.

Ms. Epps reported that there were no findings or management letters in any of this year's audits

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved Resolution 5719.

## **VIII. BRIEFINGS AND REPORTS**

### **A. 2021 Moving to Work Annual Report**

Annie Pennucci, Director of Impact & Evaluation and Kyle Pierce, MTW Program Manager, gave a summary of 2021 Moving to Work Annual Report.

The report outlines the agency's goals, provides and overview of operational information for the MTW program, and summarizes the status of previously-approved initiatives.

Questions of Commissioners were answered.

### **B. 2021 Fourth Quarter Executive Dashboard**

Andrew Calkins, Director of Policy & Intergovernmental Affairs gave a summary of the Dashboard through the end of 2021 and analyzed some of the key metrics.

Questions of Commissioners were answered.

### **C. First Quarter 2022 Procurement Report**

Craig Violante, Interim Deputy Executive Director, Chief Administrative Officer, covered highlights of the report.

Questions of Commissioners were answered.

### **D. REDI quarterly Update & Office of EDI April Highlights**

Scarleth Lever Ortiz, Senior Director for Equity, Diversity and Inclusion  
Tonya Harlan, Director of Human Resources  
Channie Butler, Section 8 Applications Development Specialist

Jesse Bennett, Construction Coordinator  
Lisa Herrera, Senior Property Manager  
Pam Taylor, Director of Housing Choice Voucher Programs

The team highlighted some of the important events for the month of April, including

- National Arab American Heritage Month
- Stress Awareness Month
- Earth Day – April 22, 2022

There was a presentation regarding the development process for KCHA's new Staff Dashboard at a Glance which will involve stakeholders in every step of the process.

Questions of Commissioners were answered.

## **IX. EXECUTIVE DIRECTOR REPORT**

Interim Executive Director Watson explained that the Shopping Success rate for HCV utilization is down from prior years, which highlights the challenging rental market. We are pleased with the progress that we are making with the leasing of the Emergency Housing Vouchers.

This is a complicated program as community-based organizations make referrals through the Regional Homeless Authority and then on to KCHA. We have now leased 40% of our 762 allocated vouchers, compared to the national average of 24%.

Mr. Watson commended the work that is being done by KCHA staff in many key departments, including HCV, Homeless Housing, Asset Management and Resident Services.

VASH vouchers are now above a 70% leasing rate which last year was the minimum level to be eligible to apply for new vouchers. This has required a tremendous effort from staff.

The President's proposed budget has been released, but it is typically more of a political document than a specific spending plan. It did include a substantial increase for additional vouchers.

State appropriators have set aside \$300 million for "rapid acquisitions" of hotels and apartments to address homelessness issues.

There has been an increase in security issues both at the central offices and at field sites. An RFP is being issued to help create a Security Master Plan, and the hiring of a Security Manager is planned.

Mr. Watson stated that throughout the pandemic we have asked for written public comment only. Going forward we will utilize the Zoom webinar feature that will allow public comment

using this method. Written comment can still be submitted. Resuming in-person meetings is also being studied.

KCHA has historically looked to do much of its investing in high opportunities areas and large Public Housing re-developments, such as Greenbridge and Seola Gardens. From an equity standpoint, we also need to look at investing in some low income communities.

Next month we will have a presentation to the board on Public Housing and property management, and we are interesting in hearing from the Board on other potential topics.

**X. KCHA in the News**

None.

**XI. COMMISSIONER COMMENTS**

The Board appreciates the modifications to the Board meetings with the briefings and deeper dives on certain topics.

There are a number of King County School Districts that are going through leadership transitions, and there are number of new Superintendents. If there are any introductions or anything that Commissioner Welch can be helpful with, please don't hesitate to reach out.

The Board commended Mr. Watson for the good job he is doing.

**XII. ADJOURNMENT**

Vice-Chair Palmer adjourned the meeting at 9:55 a.m.

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



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



**DANIEL WATSON**  
Secretary

