

**SPECIAL MEETING MINUTES OF THE  
KING COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
HYBRID MEETING**

**Monday, September 25, 2023**

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**I. CALL TO ORDER**

The monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Monday, September 25, 2023. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 3:01 p.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair) (via Zoom), Commissioner John Welch (via Zoom), Commissioner Regina Elmi (via zoom), Commissioner TerryLynn Stewart (via Zoom) and Commissioner Richard Jackson.

**III. PUBLIC COMMENT**

Resident Cindy Ference gave public comment.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – July 17, 2023

B. Board Meeting Minutes – August 28, 2023 – Executive Session

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Richard Jackson, the Board unanimously approved the July 17, 2023 and the August 28, 2023-Executive Session Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Richard Jackson, the Board unanimously approved the September 25, 2023 hybrid Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

- A. Voucher Certification Reports for June 2023
- B. Voucher Certification Reports for July 2023

- C. Second Quarter 2023 Write-Off Report
- D. Resolution No. 5754 – A Resolution of the Board of the Commissioners of the Housing Authority of the County of King Establishing New Senior Leadership Classifications.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved the September 25, 2023 hybrid Board of Commissioners' meeting consent agenda.

## VII. RESOLUTIONS FOR DISCUSSION

- A. Resolution No. 5755** – Authorizing a change in the Administrative pay Schedule of 6.5% effective November 4, 2023.

Tonya Harlan, Vice President of Human Resources explained the Resolution. This will start on the first pay period in November, 2023 and employees will see it on their second check in November.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5755.

- B. Resolution No. 5756** – Authorizing changes to the Public Housing Admission and Continued Occupancy Policy (ACOP) and the Administrative Plans (AD PLANS) for Tenant-Based and Project-Based Voucher Programs Relating to Exclusion of Resident Service Stipends from the Calculation of Annual Income.

Anneliese Gryta, Executive VP of Housing Operations/Chief Operations Officer and Kristy Johnson, Senior VP of Policy, Research & Social Impact Initiatives gave an update on this Resolution, what it means for residents and the background.

This is designed to make an adjustment that will better support our residents who receive stipends for participation and certain workforce activities at the Housing Authority. It's designed so that their stipends can keep up with changing economic times.

We have the Neighborhood Early Learning Connector Program that we use these for. We are intentionally hiring residents to deliver services that are culturally and linguistically appropriate. We have been using these stipends since 2019, and have 8 part time staff.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5756.

## **VIII. BRIEFINGS & REPORTS**

### **A. Risk Management Update**

Joel Tobin, Risk and Support Services Manager and Susan Stead, Principal and Vice President - Parker, Smith & Feek gave an update of Managing and Mitigating Risk and the Role of KCHA's Insurance Program.

- KCHA maintains a robust insurance program including multiple coverage lines for risks related to property, liability and floods.
- The insurance program is dynamic, adapting to meet KCHA's risk profile and changes in the external environment.
- KCHA continuously addresses challenges and leverages opportunities to monitor risk exposures, reduce claims and control insurance costs.

Questions of Commissioners were answered.

### **B. KCHA's 2024 Draft – Moving to Work Plan**

Andrew Calkins, VP of Policy & Intergovernmental Affairs provided an overview of the Moving to Work Annual Plan for 2024 and what the New Initiatives and Changes to Ongoing Activities are.

KCHA is required to submit a board-approved annual plan that outlines the agency's goals, operations, programs and proposed new MTW activities for HUD's review and approval.

- Waiting list policy updates
- Continued use of flexibilities to ensure the agency has the ability to continue to support residents and expand access to affordable housing in the coming year.

Questions of Commissioners were answered.

### **C. EDIB Strategy: Setting the Stage**

Ji Soo Kim, EDIB Administrative Program Manager and Ebane Mainor, EDIB Administrative Program Manager gave an update on EDIB.

EDIB Strategy Development Process

- Research and Discovery

- Drafting Phase
- Gather Feedback and Finalize

Questions of Commissioners were answered.

#### **D. Second Quarter 2023 Executive Dashboard**

Andrew Calkins, VP of Policy & Intergovernmental Affairs

We are in a strong position at this time. We have added 66 units during the quarter due to the acquisition of Plum Court Apartments. We are currently working on Inclusion Now and we have almost all employees that have gone through the first module. HR is looking at rolling out the second module. HCV has an uptick on the shopping success rate.

#### **E. Second Quarter 2023 Financial Report**

Saeed Hajarizadeh, Executive VP of Administration/Chief Administrative Officer and Tesh Assefa, Financial Reporting Manager gave an overview of the Financial Report.

Questions of Commissioners were answered.

#### **F. Second Quarter 2023 Procurement Report**

Steve Hurd, Vice President of Support Services

KCHA has just entered into a very large construction contract as a tax credit partnership with Kirkland Heights.

Questions of Commissioners were answered.

### **IX. EXECUTIVE SESSION**

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

4:15pm – Board meeting was suspended.

5:04pm – Board meeting was re-convened.

## **X. EXECUTIVE DIRECTOR REPORT**

Robin Walls, President/CEO gave news updates.

- Government Funding Update – We are expecting a shut-down. For most Housing Authorities, it would take an extended shut down (over three months) before we were in danger to not be able to cover our basic expenses.
- President Walls has been hosting a series of meetings with the Regional field staff. So far she has met with South East and South West. This includes everyone from landscaper cleaners to site based maintenance, Resident Services as well as property managers. Looking forward to meeting with East and North regions by the end of the week.
- There will be a Town Hall this week.

## **XI. KCHA IN THE NEWS**

None.

## **XII. COMMISSIONER COMMENTS**

None.

## **XIII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 5:09 p.m.

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



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



**ROBIN WALLS**  
Secretary