

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes for January 22, 2018**

Board Attendees:

Keith James, Chair

Besse Bailey, Vice Chair

Larry Johnson, Commissioner

Board Absentee:

Andre Wicks, Commissioner

Gretchen Campbell, Commissioner

Kai Nevala, Commissioner

Kammi Smith, Counsel

Staff Attendance:

Pam Tietz, Executive Director

Lori Hays, CFO/Deputy Director

Alex Liberman, Director of Housing Assistance Programs

Diana Klasen, Director of Property Management

Brian Jennings, Housing Development Director

1. **Convening of the Meeting** – Chair James called the meeting to order at 3:40 P.M.
 - a. **Public comments** – None.
 - b. **Recognition of Staff Longevity in January 2018** – Chair James presented the longevity awards to staff listed below.
 - 1/5/2018 Natalie Cooper – 2 years
 - 1/7/1991 Ruth Lauersen – 27 years
 - 1/16/2013 Melanie Kurtzhall – 5 years
 - 1/21/2014 Rick Oberdorder – 4 years
 - 1/22/2007 Jeannie Barber – 11 years
 - 1/23/2006 Lori McGowan – 12 years
 - c. **Commissioner Comments** – Vice Chair Bailey stated that an update was given to the Board Finance Committee by the Washington State Auditor’s Office regarding the IT Performance Audit and it was positive. Commissioner Johnson stated that the construction at Valley 206 seems to be going smoothly and moving at a fast pace.
2. **Action on Proposed Resolutions and Motions**
 - a. **Deferred to new business or unfinished business**
3. **Consent Calendar** – All items listed under the “Consent Calendar” are considered routine and will be enacted *by one motion* unless a Commissioner or citizen so requires, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.
 - a. **Approval of Minutes from Regular Meeting on December 11, 2017**
 - b. **Review of Utilization Report for November and December 2017**
 - c. **Review of month-end Financial Reports for November and December 2017**
 - d. **Resident Group Reports**
 - e. **News & Notes**
 - 3.e.1 **Executive Director**

Vice-Chair Bailey moved to approve the Consent Calendar, Resident Commissioner Johnson seconded the motion, and all approved unanimously.

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- 4. Executive Director's Report** – Pam Tietz reported that HR staff was on leave and HR activity will be updated in February. She introduced Alex Liberman as the Director of Housing Assistance Programs. Pam Tietz briefed the board on the Building Changes Youth and Families Fund Program Application and Invest Health conference she attended recently as well as her visit with the HUD Regional Administrator. Brian Jennings reviewed current development projects specifically the Wilbur and Cook Portfolio properties and the Scattered Sites RAD project.

- 5. New Business**
 - a. Resolution #690 to approve Utility Allowances effective May 1, 2018** - After discussion Vice Chair Bailey moved to adopt Resolution #690 as presented, Commissioner Johnson seconded the motion, and all approved unanimously.
 - b. Resolution #691 regarding Flat Rate Rents for Public Housing** – After discussion Vice Chair Bailey moved to adopt Resolution #671 as presented, Commissioner Johnson seconded the motion, and all approved unanimously.
 - c. Motion to approve Out-of Region Travel for Director Tietz to Napa California to participate in Invest Health Pod Convening.**– After discussion, Vice-Chair Bailey made a motion to approve the travel, Commissioner Johnson seconded the motion, and all approved unanimously.

- 6. Unfinished Business** - None.

- 7. Executive Session** – None.

- 8. Adjournment** – Chair James adjourned the meeting at 4:21 P.M.

Chair:


Keith James

Secretary:


Pamela Tietz, Executive Director