

**THE 1021st MEETING  
BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY, THE CITY OF RENTON  
MONDAY, March 13, 2023, AT 9:00 AM**

Zoom Meeting

<https://us02web.zoom.us/j/88670252046?pwd=Wjl3S0JlVIR3K1Voejk5YkUrcnM5Zz09>

Meeting ID: 886 7025 2046 / Password: 448304

Meeting Call in # +1 253 215 8782 US / Password: 448304

**MINUTES**

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, March 13, 2023. The meeting was held via Zoom conferencing. Chairperson Runge called the meeting to order at 9:05 am.

**1. COMMISSIONERS PRESENT:** Johnnie Barnes, Gerry Marsh, Ryan Runge, Merna Wheeler. Also present: Michael S Bishop, Chief Executive Officer, Debra McCollough, Director of Human Resources, Sean McCarty, Director of Construction, Charlie McNamara, Interim Chief Financial Officer, Charlene DePuy, Asset Manager, and Andrea Carruthers, Office Administrative Manager. Guests Present: Nicole Gilbert

**2. CONSIDERATION OF MINUTES:**

**MOTION** by Commissioner Barnes and a second by Commissioner Wheeler to approve the minutes of the 1020th board meeting on Monday, February 13, 2023.

**Ayes: All**

Nays: None

Motion: Carried by Majority

**3. AUDIENCE COMMENT:** No Audience Members on call yet. Will attempt again at the end of the meeting.

**4. FINANCIAL**

4.1. Unaudited Financial Statements as of January 2023 **[\*ACTION]:** The agency's January financials were not able to be completed due to decreased accounting staff for RHA. These Unaudited Financial Statements will attempt to be provided at the April 2023 board meeting. The February 2023 Check Issued Report was provided but since January Unaudited Financials were not able to be provided, this will be approved in April as well as the February 2023 Local Government Investment Pool report.

**No Action is Required by the Board this month.**

4.2. Housing Choice Voucher Utilization update: No report was provided by John Murphy, Interim Program Director due to being on vacation. Stephen Gray resigned from RHA in February 2023 along with other staff turnovers in HCV and Accounting. Roopa is leaving RHA and Crystal left but

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still assisting RHA in the evenings. RHA is utilizing Temp to Hire staff, Sandra Turner and Dahir. Sandra is picking up the workload very quickly.

- 4.2.1. CHAIR Audit progress: Debra stated that Wayneisha is working on reviewing and correcting files prior to the end of March 2023.
- 4.2.2. SEMAP and Performance Indicators: Inspections are being caught up and Annual Reexaminations are being maintained and current.
- 4.2.3. Emergency Housing Voucher, Mainstream, VASH, and standard HCV waitlists, issuance, and lease-up: Debra informed the board that the Emergency Housing Vouchers are winding down. Michael has picked up the RHA Cares applications that have been neglected due to staff issues and are working with the City of Renton to get this back going again. Debra stated that the Waiting list is being worked on for about 5-8 hours per week. Last week, we had 3 units to lease up.
- 4.2.4. Administrative Plan and Policy Development: RHA has reached out to Nan McKay to work up an agreement to make changes to the Admin Plan dealing with Occupancy Standards (2 Heartbeats per Room, which would be aligned with the other 2 HAs in King County) and upcoming HOTMA changes. Commissioner Barnes requested information about how the occupancy standards would change the size of units. Currently, occupancy for RHA HCV is based upon the age of children, etc. but both Seattle and King County has the 2 heartbeats per room rule, which is where RHA is wanting to go as well. RFP for Independent Audits for 2021, 2022, and 2023 are out for bid and should have an Auditing Firm approved by April/May 2023. Both FY 2021 and 2022 Audits should be completed by the end of 2023. The procurement policy, 504 Plan, and all other policies will be reviewed and updated.
- 4.2.5 Partnership activities with other local PHAs, (port reconciliation, absorptions, inspections, etc.): RHA is working diligently with KCHA and SHA to resolve port-in and port-out balances due as well as obtaining a meeting between all directors to work on a Cooperative Agreement between the 3 HAs on Portability. Commissioner Runge asked how Seattle or King County will feel about this agreement and Michael Bishop explained that it is only a win/win for all to help save operating costs for all. Michael also discussed compiling a letter to all landlords for the Direct Deposit requirement for HAP payments and for UHAP payments to tenants. RHA is getting out of the check-writing business. We will move toward AP Direct Deposits as well.

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## 5. OLD BUSINESS

- 5.1. Allied Residential management update (Charlene): Charlene discussed that Allied is currently at 97% occupancy rate; income/expenses are under budget and only have 15 outstanding work orders throughout all properties. The transition of laundry machines is being changed out throughout all Allied Properties. The laundry machines will be coin-operated for now but may move to Pay Apps with Debit Cards down the road for convenience and to save costs to the properties. Allied had tenant meetings and the card readers on the machines was not well received. Probably the best way is to ease into it by introducing one washer/dryer with the card readers or pay app at each property over the next year or so to get residents used to seeing and using them. Everyone is always afraid of something new or something that they don't understand how to use. But once they learn it, it makes more sense to not have to keep coins all the time to do laundry. People also think that the machines that use card readers or pay apps will be more expensive, but that is not accurate. Same cost for residents.
- 5.2. 95 Burnett occupancy accounting and renovation update (Charlene, Debra): Under budget, and doors and garages are converting to the same fob system for security Parcel pending boxes for deliveries are being installed to alleviate theft of delivered packages. Discussed the new fitness center and potential murals being painted on each floor at the elevator lobbies. One minor leak found in the bathroom of one of the occupied units. All previous leaks were due to tree roots
- 5.3. Human Resources update (Debra): Currently recruiting, recruiting, recruiting. It is a hard market right now. Every staff person left is working hard to keep RHA afloat until we can recruit more good staff to help offset the workload. Not a lot of prospects applying or being found through temp-to-hire services. Since COVID hit this country, everyone is feeling the effects of people leaving their jobs, not just RHA. Since Stephen Gray left, RHA is recruiting for a replacement for this position.
- 5.4. Sunset Gardens development update (Sean): Construction work continues progressing. The next 45 days will be for windows and facades. Anderson Construction does not anticipate any delays and has no concerns regarding the project's performance at this time.
- 5.5. IT update, RENT Café' and Sharepoint document management (Dawn): Scanners are all on desktops. Sharepoint up and running. Rent CAFÉ's 1<sup>st</sup> set of letters for upcoming annuals. Working out kinks to portals and getting more people to use it.

## 6. NEW BUSINESS: No new business

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7. **AUDIENCE COMMENT:** Resident Nicole Gilbert: Discussed laundry machines and was the new machines going to be cheaper with the scan card or was due to RHA’s decision to cut down staff time on collections of coins. It was relayed that the laundry machine company will be collecting all coins and any fees associated with that will come out of net profits to the properties. Sometime down the road, at least one washing machine and one dryer at each property will eventually be changed over to the Pay App system to give residents time to adjust and see if they will prefer this method and not have to collect change every month for laundry. Ms. Gilbert’s lights flickering at the building and PSE was contacted on Feb. 27<sup>th</sup>. Ms. Gilbert asked about the Resident Council start-up again but Michael Bishop stated to her that she needed to contact the Local HUD Field Office to get advice on how to begin setting one up. RHA could not get involved with the Resident Councils and no RHA employee or contract could attend any Resident Council meeting without a written request by the Resident Council themselves. Michael Bishop also explained that any audience comments have to deal with an item on the Agenda and if it is not on the Agenda, it would not be discussed.

8. **EXECUTIVE SESSION** (Closed to Discuss Vehicles, Tools, Storage Unit Costs)

**Motion by Commissioner Wheeler and a Second by Commissioner Marsh to enter Executive Session.**

**Ayes: All Nays: \_\_\_\_\_ Motion Carried: By Majority at 10:36 am**

**Motion by Commissioner Wheeler and a Second by Commissioner Barnes to exit Executive Session.**

**Ayes: All Nays: \_\_\_\_\_ Motion Carried: By Majority at 10:51 am**

9. **ADJOURN [\*ACTION]**

Motion by Commissioner Runge and Seconded by Commissioner Wheeler to Adjourn.

**Ayes: All Nays: \_\_\_\_\_ Motion Carried: By Majority at 10:53 am**

**DATE: March 13, 2023**

**Signature: \_\_\_\_\_  
Ryan Runge, Chairperson**

**ATTEST:**

\_\_\_\_\_  
**Michael S. Bishop, Secretary**

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