

**THE 1017th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, November 14, 2022, AT 9:00AM**

Zoom Meeting

<https://us02web.zoom.us/j/83304984246?pwd=NmpReGkrVFRNTzhISUhlUytLclRadz09&fro=addon>

Meeting ID: 833 0498 4246 / Password: 276216

Meeting Call in # +1 253 215 8782 US / Password: 276216

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, November 14, 2022. The meeting was held via Zoom conferencing. Chairperson Runge called the meeting to order at 9 am.

1. COMMISSIONERS PRESENT: Johnnie Barnes, Gerry Marsh, Ryan Runge, Merna Wheeler. Also present: Mark Gropper, Executive Director, Stephen Gray, Program Administrator, Debra McCollough, Director of Human Resources, Sean McCarty, Director of Construction, John Murphy (Interim CEO), Charlene DePuy, Asset Manager, and Brooklyn Evans, HR and Executive Coordinator. Guests Present: Brooke Vance, Nicole Gilbert

2. CONSIDERATION OF MINUTES:

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the minutes of the 1016th board meeting on Monday, October 10, 2022.

Ayes: All

Nays: None

Motion Carried

3. AUDIENCE COMMENT: Resident Nicole Gilbert: Requested more active support from RHA and Allied to get the resident council commission started. The resources that RHA provided and HUD manuals regarding resident councils are very confusing to Ms. Gilbert and is needing 1:1 time with staff members. A follow-up meeting will be set up with RHAs human resources, the asset manager and Brooke Vance, and Nicole Gilbert to discuss the next steps for starting the council.

4. CONSENT AGENDA

4.1. Local Government Investment Pool, October 2022, Charlie, Interim CFO: Remarked on the rate of return being at 3%. Inflation is at 7.7% which has come down a few bases points, but still very high.

4.2. Checks Issued Report, October 2022: \$1.8M checks issued in the month of October. We still have a significant number of checks being cut to the HCV landlords, for the month of \$469k. There were a couple of larger checks made payable to the Sunset Gardens project.

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the Consent Agenda.

Ayes: All

Nays: None

Motion Carried

5. FINANCIAL

5.1. Financial Statements as of September 2022 [***ACTION**]: The agency's cash is looking strong for the month, at \$18.6M. The real estate dashboard is showing Houser Terrace with a negative net operating income for the month of September. Charlene DePuy: Currently, Houser Terrace has vacancies with Vash units, which tend to take more time to lease up. We have expenses for the fence line that are hitting the operations budget limits, and we have recommended moving those expenses to a separate operational expenses which will help us fall in line with expectations.

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the July Financials.

Ayes: All

Nays: None

Motion Carried

RHA. Provide with excellence; quality, affordable housing in a safe environment for people who make Renton their home. Through partnerships with our clients, service providers and other groups, RHA will ethically and responsibly increase and enhance its housing programs to serve the community and provide opportunities for people to be their best.

- 5.2. Housing Choice Voucher Utilization update, September 2022, Stephen Gray (Program Administrator): 562 units leased up with 584 units available. KCHA absorbed 35 vouchers. In turn, RHA is absorbing 30 vouchers from other agencies, issuing 11 exit vouchers to our clients with a PBV, as well as pulling 12 individuals from our waiting list. We currently have about 500 port-in vouchers.
 - 5.2.1. HCV Sample and Engagement Letter: FY 2020, audit began in October and will end on December 31 – accountability audit to follow. State auditors had a sampling error and will request to review more files. Separate from the engagement audit, the VMS audit was completed.
 - 5.2.2. importance of the workout strategy to emerge from trouble status: until the audits are completed/current, the HCV program will remain in trouble status.
 - 5.2.3. CHAIR Audit progress: Meeting with Marlene McCarty to go through the results of the audit results.
 - 5.2.4. SEMAP and performance indicators: the HCV team is ensuring they are staying current on the annual recertifications.
 - 5.2.5. Emergency Housing Voucher, Mainstream, VASH, and standard HCV waitlists, issuance, and lease-up: No longer taking in referrals for EHV's. VASH units continue to be an on going concern, as we don't have enough referrals coming in from the VA. Receiving Mainstream vouchers through POCAN. Commissioner Barnes – will the units stay vacant until they are filled?
 - 5.2.6. Administrative Plan and policy development: RHA had plans to adjust for bedroom assignments – but our field HUD agent suggested we pause on making adjustments at this time.
 - 5.2.7. 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.
 - 5.2.8. launch of the tenant portal Rent Café (and SharePoint document management): Dawn (IT) will begin training on SharePoint system. YARDI has provided us with a rent café PHA implementation plan, and we are tracking well. Projected to complete rent café implementation on January 26, 2023.
 - 5.2.9. staff strengthening and customer service system improvements, as examples: We are ensuring our staff is getting adequate training to deliver the best customer service.

6. OLD BUSINESS

- 6.1. Allied Residential management update (Charlene): To give some background on the Vash units discussion, there are 25 units dedicated solely to our Veterans. The VA office has 45 days to fill that vacancy, if unfilled within that timeframe, it then becomes Allied responsibility to fill following the next available rule. Allied just completed an extensive audit pertaining to Sunset Oaks and Golden Cedars projects, so the staff has been busy! Rita has been promoted to another portfolio. Bruce Fisher will be taking on the RHA portfolio moving forward. Operational wise, budgets have come in, and Allied has been meeting all the audit requirements for the fiscal year.
- 6.2. 95 Burnett occupancy accounting and renovation update (Charlene, Debra): Completed the roof overlay. Had an issue with the gate as the motor went out. We have concluded that we will be replacing the security gate – which was anticipated and has been budgeted. 5 more units will be rehabbed between now and the end of the year.
- 6.3. Human Resources update (Debra): John Murphy is joining RHA as an interim CEO and is learning as much as possible, through Mark's transition. His focus is on finance and compliance, as well 3 years experience leading an agency as Executive Director. RHA has negotiated and made an offer to our finalist candidate for the Executive Director/CEO position. Michael Bishop will start work on March 1st, 2023; he is relocating from Missouri.
- 6.4. Sunset Gardens development update (Sean): Construction work continues progressing. This week the pouring of the slab (tuck under parking garage) is in the works, footings, and concrete pours will continue throughout the next couple of weeks and site gradings for new telecommunications walls are in progress. Anderson Construction does not anticipate any delays and has no concerns regarding the project's performance at this time.

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7. NEW BUSINESS

7.1. **RESOLUTION #2679-2022:** Board affirmation to allow the Renton Housing Authority to give a directive to Allied Residential to write off \$136,861.21 of tenant debt and submit the debt to a contracted collections agency, Genesis.

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to affirm the Resolution authorizing the approval for Allied Residential to write off bad tenant debts and transfer them to collections.

Ayes: All

Nays: None

Motion Carried

RESOLUTION #2679-2022

THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Renton, WA to affirm the Resolution of affirmation authorizing writing off bad tenant debts in the amount of \$136,861.21

DATE: November 14, 2022

Signature: _____
Ryan Runge, Chairperson

ATTEST:

Mark R. Gropper, Secretary

8. UPCOMING EVENTS

8.1. Board of Commissioners reappointment December 12, 2022: Reconvene after the regular session

8.2. All Staff end of year update and 2023 overview, January 4, 2023 - location TBD

8.3. 2023 Commissioners' conference: Hilton Orlando Buena Vista, FL, January 8-11, 2023

Discussions were had regarding resources for the upcoming holiday season, and putting events together for Thanksgiving meals. Allied is working on putting together informational flyers listing local churches, and communities that are offering holiday gatherings.

9. AUDIENCE COMMENT: Resident Nicole Gilbert: Requested communication that comes from the case managers to include their contact information, on letterhead. How are residents notified regarding outstanding debts? Nicole appreciated the newsletters RHA staff put together regarding holiday events, and hopes this will continue in the future.

10. ADJOURN [*ACTION] 10:36AM

DATE: November 14, 2022

Signature: _____
Ryan Runge, Chairperson

ATTEST:

Mark R. Gropper, Secretary

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