

**THE 1025th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, October 9, 2023, AT 9:00 AM**

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, October 9, 2023. The meeting was held via Zoom conferencing. Chairperson Wheeler called the meeting to order at 9:12 am.

- 2. COMMISSIONERS PRESENT:** Merna Wheeler via Zoom, John Hansen, Michael O'Halloran and Valentine Portolano. Also present: Michael S Bishop, Chief Executive Officer; Debra McCollough, Contract CPO; and Charlie McNamara, Contract Interim Chief Financial Officer. Guests Present: None

3. CONSIDERATION OF 1024th BOARD MEETING MINUTES:

MOTION by Commissioner Portolano and a second by Commissioner Hansen to approve the minutes of the 1024th board meeting held on July 24, 2023. No comments about the prior months minutes were given. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen - Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano - Aye. Motion carried with a majority vote of quorum at 9:19 am.

- 4. AUDIENCE COMMENT:** No Audience comments at that time.

5. FINANCIAL

- 5.1 No Unaudited Financial Statements were provided for RHA at this time due to not having all Audits are caught up from 2020-2022 and months ended and reconciled, which should be by the end of 2023. Allied Residential Management Financials for July and August 2023 were provided to the board, except for 95 Burnett and only May's were given due to reporting schedule by the management company. The July and August 2023 Check Issued Report were provided as well as the July and August 2023 Local Government Investment Pool report. Charlie stated that he had forwarded the report showing prior years' contributions and interest accrual for the Local Government Investment Pool due to a request at a prior board meeting from one of the commissioners.

Commissioner Valentine questioned why Houser Terrace budget discrepancy as well as a couple of checks issued for ORWACA Agency and Wilcox LaMotte Valuation & Adv. Charlie McNamara stated that he would provide that information after the board meeting to the board. He could not remember what they were for.

Commissioner Valentine also followed up on the request for the 2022, 2023 and future labor and contract costs for RHA. The Secretary stated that he would have it at the next meeting. It was being compiled and verified by the Secretary. There was a lot of data to go through.

Commissioners brought up touring the properties again, especially the new building Sunset Gardens and the administrative offices so that they can see what RHA owns and operates, either solely or through a partnership. The Secretary stated that it would be best to wait until RHA received TCO or Temporary Certificate of Occupancy and Permanent Power to sustain elevators because current temporary power cannot operate and power the elevators and all other systems in the building. Then RHA could drive everyone around to the other properties that either RHA owns outright or are partners in them.

- 5.2 Housing Choice Voucher Utilization update: RHA CEO gave the report on where the HCV Utilization was currently at. It was also discussed that the conversion from YARDI to SACS Software has been ongoing since the beginning of October and due to complications with tenants/landlord information as well as the General Ledger setup, this process will be ongoing and hopefully have the initial startup date as of 1/1/2024 along with starting Payroll through SACS instead of Paychex.

[*ACTION]

MOTION by Commissioner O'Halloran and seconded by Commissioner Hansen to approve the Allied Residential Mgmt Reports and 95 Burnett, RHA Check Issued Reports and Local Government Investment Pool Report. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen - Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano - Aye. Motion carried with a unanimous vote at 10:15 am.

6.0 Old Business

6.1 Allied Residential Management Update (Debra):

Debra, filling in for Charlene DePuy, due to her participation in Mobile HQS Training with SACS today, discussed Allied Issues and contracts. Allied's contract is annual and should renew again around March or April 2024 and RHA would be monitoring them closely now that we have Charlene DePuy on board as a FTE in the position of Director of Housing Services, which is over the Asset Management of the various properties.

Commissioners requested that we work on getting more information to the residents in 2024 such as resident meetings at each property, flyers, surveys, etc.

Commissioners were concerned that Allied was not reachable or not contacting the residents back at some of the Elderly Properties.

Lease-Up meetings between RHA, Allied, KCHA and the VA have begun already at Sunset Gardens.

- 6.2 Human Resources Update (Debra): Debra discussed the recruitment and hiring of staff for RHA. Employee Handbook or Personnel Manual is being revised currently to overhaul the benefit package to make sure we can retain employees after we hire them. The Director of Programs Administration has started but will not be officially moved to Washington until the end of November 2023. RHA will be looking for another HQS Inspector since the one we hired and trained gave notice and will be leaving at the end of the Second Week of October. RHA will also be looking for a Social Services Director if we can get grants to help offset the salary. RHA should end up with 12-13 FT Employees when

at full capacity.

- 6.3 Sunset Gardens Update (Michael): Michael filled in for Sean due to being in the SACS Mobile HQS Training today and updated Board on the 76-unit building has been pushed back due to delays on Gypcrete for the 3rd floor and now has a schedule for a November 28, 2023 Temporary Certificate of Occupancy. Permanent underground power by PSE will be delaying full Certificate of Occupancy for the building and possibly RHA's move back into the administrative offices.

The board is wanting to make sure that we have an Open House / Ribbon Cutting for the new Sunset Gardens building and invite the public as well as the City Council, Mayor, Governor, State Senators and Congressman as well as US Senators and Congressman that cover this jurisdiction to get positive publicity.

- 6.4 IT Update / Software Changeover / Conversion (Dawn /Michael):

Dawn explained that the new phone system has been approved for purchase after bids were taken and is anticipated to be installed by the end of November 2023. It was explained that the company that is performing the document scanning and shredding of our tenant files are currently started and working to complete this before we move to the new administrative offices, so we don't have to take over the 100+ filing cabinets. We will take about 20 of the best cabinets for future use only.

It was also explained that the website is being overhauled and will be hosted by SACS who is also our new housing software company. It was relayed to the board that there will be a Development Page, Community Page, Landlord Page/Portal, Resident Page/Portal, Employee Portal, Vendor Portal for Invoices to be sent via the portal directly to Accounts Payable.

The board wants to make sure we look into more of a social media presence and get information out to the tenants / community.

Break called by the Board Chairperson at 11:07 am for 10 minutes.

7.0 NEW BUSINESS:

7.1 Resolution No. 2698-2023 Approval of Revised RHA By-Laws and Creation of the Code of Conduct, Conflict of Interest and Governance Policy

Administration is requesting approval of the revised RHA By-Laws and the creation of the code of conduct, conflict of interest and governance policy. The board had reviewed these policies in prior months and had no further comments. A motion was made by Commissioner O'Halloran and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano – Aye. Motion carried with a unanimous vote at 11:41 am PST.

7.2 Resolution No. 2699-2023 Approval of 110% Payment Standards Revision Effective 12/1/2023 due to 2024 HUD FMRs released

Administration is requesting board approval of 110% Payment Standards Revision effective 12/1/2023 due to 2024 HUD FMRs were released. It was explained that every year, HUD updates the Fair Market Rents (FMR) for HA's to computer their Payment Standards for the HCV program. RHA will continue to utilize 110% of the 90-110% range for its Payment Standards for 2024. A motion was made by Commissioner Portolano and was seconded by Commissioner O'Halloran. Votes were given as follows: Commissioner Wheeler – Aye by Zoom; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Portolano – Aye. Motion carried with a unanimous vote at 11:59 a.m. PST.

7.3 Resolution No. 2700-2023 Approval of 2023-2024 HCV Utility Allowance Schedule

Administration is required to review its HCV Utility Allowance Schedule once per year and normally RHA has a third-party company do it for us due to the time it takes to put the schedule together. Cost is minimal for the time savings. After further discussion, a motion was made by Commissioner O'Halloran and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Portolano – Aye. Motion carried with a unanimous vote at 12:01 pm PST.

7.4 Resolution No. 2701-2023 Approval of Revised Statement of Procurement Policy

Administration brought the revised Procurement Policy to the board for approval. Administration found that the prior policy was never revised correctly and approved by the board. Upon further discussion, a motion was made by Commissioner O'Halloran and seconded by Commissioner Portolano. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Portolano – Aye. Motion carried with a unanimous vote at 12:20 pm PST.

7.5 Resolution No. 2702-2023 Approval of 2024 RHA Annual Plan

Administration brought the 2024 RHA Annual Plan to the board for approval. Prior to the opening of the board meeting, RHA had its public hearing over the 2024 Annual Plan and there were not any comments from the public. Commissioner O'Halloran asked about the Annual Plan in comparison to the Annual Meeting. It was explained that the Annual Meeting would be just like a Board Retreat where a Strategic Plan would be discussed regarding RHA. Upon further discussion, a motion was made by Commissioner Portolano and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Portolano – Aye. Motion carried with a unanimous vote at 12:23 pm PST.

7.6 Resolution No. 2703-2023 Approval of Independent Audit for FYE 12/31/2020

Administration had sent the board of commissioners the full Audit Report a month prior and again for this board meeting. It is a formality to bring to the board and get a resolution approving the submission to the Federal Audit Clearinghouse and to the FASS HUD office via REAC/WASS system. No matter the results, we are required to submit the results to HUD and FAC. Upon further discussion, a motion was made by Commissioner Portolano and seconded by Commissioner Hansen. Votes were give as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O’Halloran – Aye; Commissioner Hansen – Aye; Commissioner Portolano - Aye. Motion carried with a unanimous vote at 12:32 pm PST.

8.0 ADJOURN of Regular Board Meeting [*ACTION]

Motion by Commissioner Portolano and Seconded by Commissioner Hansen to Adjourn. Votes were given as follows: Commissioner Wheeler- Aye via Zoom; Commissioner Hansen – Aye; Commissioner O’Halloran – Aye; and Commissioner Portolano – Aye. Motion carried by unanimous vote at 12:33 pm PST.

DATE: November 27, 2023

Signature: 
Merna Wheeler, Interim Chairperson

ATTEST:


Michael S. Bishop, Secretary



THE SECRETARY OF THE DISTRICT OF COLUMBIA
WASHINGTON, D. C. 20540

TO: THE ATTORNEY GENERAL
WASHINGTON, D. C. 20530

FROM: THE DISTRICT ATTORNEY
WASHINGTON, D. C. 20540

SUBJECT: [Illegible]

RE: [Illegible]

DATE: [Illegible]

Very truly yours,
[Illegible Signature]

[Illegible Stamp]

RECEIVED
[Illegible]

