

**THE 1027th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, February 26, 2024, AT 9:00 AM**

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, February 26, 2024. The meeting was held via in-person for board and Zoom conferencing for guests. Chairperson Portolano-Rose called the meeting to order at 9:01 am PST.

1. **COMMISSIONERS PRESENT:** Merna Wheeler via Zoom, Michael O'Halloran, John Hansen, and Valentine Portolano. Also present: Michael S Bishop, Chief Executive Officer; Charlie McNamara, Contract Interim Chief Financial Officer, Sean McCarty, Director of Development and Construction, Charlene DePuy, Director of Housing Services; Latonya Washington, Director of Programs Administration; and Dawn Pacheco, IT Contractor. Guests Present: M. Rochlin

COMMISSIONERS NOT PRESENT: N/A

2. **CONSIDERATION OF 1026th BOARD MEETING MINUTES:**

MOTION made by Commissioner Wheeler and seconded by Commissioner O'Halloran to approve the minutes of the 1026th board meeting held on November 27, 2023. No comments about the prior month's minutes were given. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Hansen - Aye; Commissioner O'Halloran – Aye; and Commissioner Wheeler – Aye via Zoom. Motion carried with a unanimous vote of quorum at 9:07 am PST.

3. **CONSIDERATION OF SPECIAL BOARD MEETING MINUTES:**

MOTION made by Commissioner Wheeler and seconded by Commissioner Hansen to approve the minutes of the Special Board Meeting held on December 11, 2023. No comments about the prior month's minutes were given. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano-Rose – Aye. Motion carried with a unanimous vote of quorum at 9:09 am PST.

4. **AUDIENCE COMMENT:** M. Rochlin commented that he could not find prior minutes, agenda's, financials, and resolutions. The Secretary informed Mr. Rochlin that RHA was still in the process of redesigning the new website and all financials, resolutions, minutes and agenda's for 2023 will be found and scanned and put onto the website as soon as we can.

5. FINANCIAL

5.1 Allied Residential Management Financials for November 2023, December 2023 and January 2024 were provided to the board, except for 95 Burnett and only October, November and December 2023 were given due to reporting schedule by the management company. Commissioner Portolano-Rose and Commissioner O'Halloran that several properties such as Golden Pines, Cedar Park and Cedar River Terrace, as well as 4-Plex and Highland House did not have detailed summaries or certain charges were placed into the wrong categories such as Operating Expenses but they should have been coded to Non-Routine Expenses. Charlene DePuy, Director of Housing Services, explained that most are now caught ahead of time before the board sees the reports but more work needs to be done to get Allied Residential reporting the way RHA wants the reporting so that there is not mis-budgeting. RHA has requested that Allied Residential go to monthly budget basis requisition for fund transfers to cover expenses instead of weekly as they were done in 2023. Glennwood Townhomes and Evergreen Terrace Townhomes had issues with Routine and Non-Routine Expenses. The November 2023, December 2023, and January 2024 Check Issued Report were provided as well as the November and December 2023 and January 2024 Local Government Investment Pool report. Commissioner Portolano-Rose requested that the Dashboard be located in the financial reports first before the monthly Allied Residential reports are given to the commissioners. Commissioners also wanted to see the Debt Service Ratio for each of RHA's properties. Commissioner Portolano-Rose requested information on a payment issued to Project Resources Group, Inc., and a why a check to the Renton Housing Authority was issued.

[*ACTION]

MOTION made by Commissioner O'Halloran and seconded by Commissioner Hansen to approve all Financial Reports listed. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Hansen - Aye; Commissioner O'Halloran – Aye; and Commissioner Wheeler – Aye via Zoom. Motion carried with a unanimous vote at 9:58 am PST.

6.0 Old Business

6.1 Housing Choice Voucher Utilization Update (Latonya Washington):

Ms. Washington stated to the board that all Annual Reexams were getting caught up and back on track. Sunset Gardens PBV voucher applications were being taken by Allied Residential and processed also by RHA's HCV department to be ready for TCO. The commissioners requested a list of each HCV landlord and the number of voucher holders with each landlord.

6.2 Allied Residential Management Update (Charlene DePuy):

Charlene DePuy, Director of Housing Services, explained to the commissioners that Cedar River Terrace has main line deterioration issues on the main floor hallway sewer lines. The main line in question had camera footage showing the breakdown on the pipe that was the full length of the main hallway, which was over 100 ft long. RHA and Allied went ahead and did camera footage for the secondary hallway to make sure if that hallway needed to be proactively repaired while we were replacing the main sewer line.

6.3 Human Resources Update (Michael Bishop):

The secretary explained to the commissioners that all staff were currently at full capacity.

6.4 Sunset Gardens Update (Sean McCarty):

Sean gave updates on construction progress with Sunset Gardens dealing with PSE permanent power and TCO potential dates and potential timeline for RHA employees to move to new building. Sean informed the board that expected TCO would be around the end of the 1st full week of March due to elevators and awaiting an WA L&I inspection and then City of Renton issuance of the TCO for the Residential Building.

6.5 IT Update (Dawn Pacheco):

Dawn explained that most of the staff have the new desktops setup at the new office but a few remain to be completed. Dawn also explained to the commissioners that she was compiling a list of various old computers and other electronic devices that will be completed for the next board meeting to be approved for disposition.

7.0 **NEW BUSINESS:**

7.1 Resolution No. 2710-2024 Approval of Revised-Updated RHA Employee Handbook

Administration is requesting approval of the revised, updated RHA Employee Handbook. It was explained by the secretary that language on the payout of Sick Leave was missed at the previous revision and needed to be revised as well as language dealing with the Annual leave payout. Office hours, breaks and lunch times needed clarification in the revised handbook. A motion was made by Commissioner Hansen and seconded by Commissioner Portolano-Rose. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; and Commissioner Wheeler – Aye via Zoom. Motion carried with a majority vote at 11:14 am PST.

7.2 Resolution No. 2711-2024 Approval of RHA Section 504 Policy

Administration is requesting board approval of the RHA Section 504 Policy. It was explained by the secretary that the current HUD FHEO Audit requires the policy to be created and approved by the board of commissioners as well as naming a Coordinator for the Section 504 policy. RHA has named Sean McCarty, Director of Construction and Development. A motion was made by Commissioner O'Halloran and was seconded by Commissioner Hansen. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Wheeler – Aye via Zoom. Motion carried with a unanimous vote at 11:17 a.m. PST.

7.3 Resolution No. 2712-2024 Approval of RHA Internal Controls Policy

Administration created an Internal Controls Policy due to the State Auditors report of weak Internal Control procedures for RHA staff. Smith Marion and Company would have been asking for an Internal Controls policy as well to ensure that checks, EFT's, etc. was covered and lack of potential fraud could take effect. After further discussion, a motion was made by Commissioner Portolano-Rose and seconded by Commissioner O'Halloran. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Wheeler – Aye via Zoom. Motion carried with a majority vote at 11:25 am PST.

7.4 Resolution No. 2713-2024 Approval of Check Signing Authorization Policy

Administration brought to the commissioners a check signing authorization policy that was created to also work hand in hand with the Internal Controls Policy to ensure that internal fraud is limited to almost zero possibility. Upon further discussion, a motion was made by Commissioner O'Halloran and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Wheeler – Aye via Zoom. Motion carried with a majority vote at 11:27 am PST.

7.5 Resolution No. 2714-2024 Approval of Transfer from Local Government Investment Pool to RHA Operations

Administration brought to the commissioners attention that the Secretary needed to move 3.3 million dollars from the Local Government Investment Pool at the beginning of December to cover the 2.2 million payment that had to be paid by RHA, as per the original agreement from 2022 by prior administration. The secretary hopes to put most of the money back into the Local Government Investment Pool once RHA is able to sale the Fairwood's Property. Upon further discussion, a motion was made by Commissioner Portolano-Rose and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Wheeler – Aye via Zoom. Motion carried with a unanimous vote at 11:33 pm PST.

8.0 ADJOURNMENT of Regular Board Meeting [*ACTION]

Motion by Commissioner O'Halloran and Seconded by Commissioner Hansen to Adjourn. Votes were given as follows: Commissioner Portolano-Rose - Aye; Commissioner Hansen - Aye; Commissioner O'Halloran - Aye; and Commissioner Wheeler - Aye via Zoom. Motion carried by unanimous vote at 11:37 am PST.

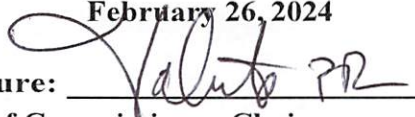
9.0 Opening of Closed Meeting [*ACTION]

Motion made by Commissioner Portolano-Rose to open the closed meeting and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Portolano-Rose - Aye; Commissioner Hansen - Aye; Commissioner O'Halloran - Aye; and Commissioner Wheeler - Aye via Zoom. Motion carried by unanimous vote at 11:40 am PST.

10.0 ADJOURNMENT of Closed Meeting [*ACTION]

Motion made by Commissioner O'Halloran to adjourn the closed meeting and seconded by Commissioner Portolano-Rose. Votes were given as follows: Commissioner Portolano-Rose - Aye; Commissioner Hansen - Aye; Commissioner O'Halloran - Aye; and Commissioner Wheeler - Aye via Zoom. Motion carried by unanimous vote at 1:21 pm PST.

DATE: February 26, 2024

Signature: 
Board of Commissioner Chairperson

ATTEST:


Michael S. Bishop, Secretary

