

**THE 1029th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, May 20, 2024, AT 9:00 AM**

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, May 20, 2024. The meeting was held via in-person for board and Zoom conferencing for guests. Vice-Chairperson Wheeler called the meeting to order at 9:09 am PST.

- 1. COMMISSIONERS PRESENT: Merna Wheeler, Michael O'Halloran, John Hansen. Also present: Michael S Bishop, Chief Executive Officer; Sean McCarty, Director of Development and Construction, Charlene DePuy, Director of Housing Services; and Dawn Pacheco, IT Contractor. Guests Present: None**

COMMISSIONERS NOT PRESENT: Commissioner Portolano-Rose; Commissioner Pierce

2. CONSIDERATION OF 1028th BOARD MEETING MINUTES:

MOTION made by Commissioner Hansen and seconded by Commissioner O'Halloran to approve the minutes of the 1028th board meeting held on March 25, 2024. No comments about the prior month's minutes were given. Votes were given as follows: Commissioner Hansen - Aye; Commissioner O'Halloran - Aye; Commissioner Wheeler - Aye; Commissioner Portolano-Rose; and Commissioner Pierce - Not Present. Motion carried with a majority vote of quorum at 9:11 am PST.

3. AUDIENCE COMMENT: No Guests / No Comments or Questions

4. FINANCIAL

- 4.1 Allied Residential Management Financials for March and April 2024 were provided to the board, except for 95 Burnett, which had March 2024 were given due to reporting schedule by the management company. The March and April 2024 Check Issued Report was provided as well as the March and April 2024 Local Government Investment Pool report.**

[*ACTION]

MOTION made by Commissioner O'Halloran and seconded by Commissioner Hansen to approve all Financial Reports listed. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen - Aye; Commissioner O'Halloran - Aye; Commissioner Portolano-Rose - Not Present and Commissioner Pierce - Not Present. Motion carried with a majority vote at 09:26 am PST.

5.0 Old Business

5.1 Housing Choice Voucher Utilization Update (Michael Bishop):

Michael Bishop explained to the board that the Director of Programs Administration had given her resignation notice and her last day for RHA would be May 29, 2024. She took a position back with the prior Housing Authority in Maryland but they will allow her to work remotely here so she can remain in the Seattle area for her mother's care. Michael explained that RHA was moving forward on the conversion of the software on June 1, 2024 for the Section 8 HAP and a letter was mailed out to the Owners and Voucher Holders that receive a Utility Check to inform that the HAP run for June would be issued with the new software and that issues could happen that may not pay the HAP monies correctly or at all. In the letter, Michael's email was listed to communicate any problems that occur from the HAP payments. Also, the letter informed the landlords that RHA's new website will startup and a new Landlord Portal will need to be registered for to be able to see June HAP payments and any future payments. Michael explained to the board that issues are expected with the HAP payments because no software conversion was ever clean and error free.

5.2 Allied Residential Management Update (Charlene DePuy):

Charlene DePuy, Director of Housing Services, explained to the commissioners that Allied seems to be improving since last year. With the new portfolio manager replacing Bruce, things have improved.

5.3 Human Resources Update (Michael Bishop):

Update on the Director of Programs Administration position resignation was provided earlier on the HCV update. It was also informed to the board that we were looking for an Inspector position due to a resignation that happened from the current inspector. Job Description has been sent out to various temp agencies as well as for a receptionist position and another Program Specialist for the HCV department.

5.4 Sunset Gardens Update (Sean McCarty):

Sean gave updates on construction progress with Sunset Gardens dealing with the exterior power poles will be removed, and sidewalk sections finished once the low-voltage companies come off of a strike to finally remove their service lines from the poles. Once that has been completed, then PSE will schedule out the removal of the poles and then Andersen Construction will complete their work on the exterior by installing streetlights and fill in the holes for the poles and complete the concrete work for the sidewalks.

5.5 IT Update (Dawn Pacheco/Michael Bishop):

Dawn explained that she was finalizing getting all the new desktop computers setup for each employee and onboarding any new employees. Copiers were being replaced with a new contract that saved RHA around \$800 per month. Copier RFP need to be completed every 5 years, per HUD, for competition and to drive costs down. Apparently, prior administration did not do that and continued with rolling over contracts.

6.0 NEW BUSINESS:

6.1 Resolution No. 2717-2024 Approval of 2024 HUD Income Limits

The administration is requesting approval of the 2024 HUD Income Limits that were posted in April. Every year, HUD posts income limits for all PHA jurisdictions and are required to adhere to them for entry into the program and continued assistance. Every year, the board is required to approve the HUD Income Limits as a formality. A motion was made by Commissioner O'Halloran and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; Commissioner Portolano-Rose – Not Present; and Commissioner Pierce – Not Present. Motion carried with a majority vote at 10:31 am PST.

6.2 Resolution No. 2718-2024 Approval of TAR Write-Offs for RHA Properties managed by Allied Residential

The administration is requesting board approval of the TAR Write-Offs for RHA Properties managed by Allied Management. The write-offs are catching up for more than 6 months of move-out balances due to non-payment of rent and/or damage to the unit prior to move-out. Going forward, the TAR Write-Offs will be reported on a quarterly basis so that the balances are spread out and not hitting the properties financials at once, which can show it in the negative because there is not time enough to spread the amounts out. A motion was made by Commissioner O'Halloran and was seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Portolano-Rose – Not Present and Commissioner Pierce – Not Present. Motion carried with a majority vote at 10:38 a.m. PST.

6.3 Resolution No. 2719-2024 Approval of RHA Salary Schedule

The administration is requesting the board to approve the RHA Salary Schedule that the administration created with ranges for each position. The administration explained that there was no evidence or documentation that this document for a salary schedule was ever created by the prior administration in the past. The administration utilized the prior housing authorities salary schedule and revised to fit RHA's needs. Commissioner O'Halloran requested that we reach out to the Renton Technical College for staffing prospects in the future for positions in office administration or for the inspector position that we are searching for. A motion was made by Commissioner O'Halloran and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Portolano-Rose – Not Present; and Commissioner Pierce – Not Present.

7.0 ADJOURNMENT of Regular Board Meeting [*ACTION]

Motion by Commissioner O'Halloran and Seconded by Commissioner Hansen to Adjourn. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen - Aye; Commissioner O'Halloran - Aye; Commissioner Portolano-Rose - Not Present; and Commissioner Pierce - Not Present. Motion carried by majority vote at 10:52 am PST.

8.0 No Closed Session Was Needed

DATE: May 20, 2024

Signature: *Theresa Wheeler*
Board of Commissioner Chairperson or Vice-Chair

ATTEST:

Michael S. Bishop
Michael S. Bishop, Secretary



SEAL



