

**Minutes of the Regular Meeting of the
Housing Authority of the City of Kelso, Washington
May 19, 2011
10:30 am**

The Housing Authority of the City of Kelso, Washington, Board of Commissioners met in regular session at Kelso Housing Authority office at 1415 S 10th, Kelso WA 98626.

ROLL CALL: PRESENT: B Wilson, Chairperson; M Pitcher; S Tinoco;
M Olmsted, Executive Director, T Johnson, CPA.

ABSENT: M Carty, J Collins

The meeting was called to order by B Wilson

MINUTES: The minutes of the April 2011 meeting was presented.

VOUCHERS: The Conventional Vouchers No 30372 through No 30449 totaling \$79,525.24 (Heritage Bank) for the month of April 2011 and Housing Choice Vouchers No 60672 through No 60843 totaling \$137,564.80 for the month of April 2011 (Heritage Bank) and Local Funds vouchers No 5126 through 5144 totaling \$16,472.83 (Heritage Bank) for the month of April 2011 and FSS Voucher Escrows No through No totaling \$ (Heritage Bank) for the month of April 2011 Electronic Fund Transfers (EFT) for the month of April 2011 in the amount of \$44,996.78. *****a motion was made and seconded to approve the Consent Agenda. M/S/P TINOCO/PITCHER

FINANCIAL REPORTS: T Johnson is working on year ends which are due May 31, 2011. Financial Reports were not included in board packet this month. S Tinoco reminded M Olmsted about a question concerning the Columbia Apt Mezzanine Coordinator and \$ she receives for the various events? M Olmsted will look into it.

REPORT FROM EXECUTIVE DIRECTOR:

BOARD NARRATIVE
May 2011

- 1) T Randolph was asked to be a hearing officer for a Kalama rent calculation hearing. M Olmsted accompanied her to this meeting Tenant thanked Kelso Housing Authority for their professionalism.
- 2) M Olmsted and T Randolph went to a public hearing held by Cowlitz County commissioners @ County Administration Bldg. This hearing was held on Tuesday, May 17, 2011. Both will have a meeting with a representative that will assess KHA's needs for funding. If KHA is not eligible to apply for CDBG funding they will be directed to other opportunities for grants. CDBG grant submission is due June 8, 2011.
- 3) KHA is in process of submitting SEMAP report which is due on May 30, 2011. .
- 4) KHA is in process of submitting MASS report which is due on May 30, 2011.

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- 5) KHA is in process of submitting grant application for 2012 Family Self Sufficiency Program Coordinator which is due June 8, 2011.
- 6) C Larson and T Randolph attended an open house on Tues May 17, 2011 for one of our tenants who recently completed the SHARE program and purchased a house.
- 7) Staff has been reviewing the new ACCOP and Admin policies for both programs.
- 8) KHA is in the process of gathering bids for upcoming Capital Funding projects. Joleen is working on getting bids for mailboxes for both properties, signage for both properties, flowers and bark dust, heat pump for Cowlitz Villa. (Discussion on locking mailboxes. M Olmsted will check with Finance Dept to see about what is available.)
- 9) William (Chico) Salvador memorial will be held on May 21, 2011 @ Gragg Hall 6-9 pm.

UNFINISHED BUSINESS: NONE

NEW BUSINESS: 1) Resolution #707 – M Olmsted discussed the Management Assessment SubSystem certification with the Board and asked for approval to certify that KHA performed the necessary reports for FY2011 and operates in accordance with the Federal laws and regulations. *****a motion was approved and seconded to approve the certification of the Management Assessment SubSystem (MASS) for FY2011 thus creating Resolution #707. M/S/P PITCHER/TINOCO

2) **Resolution #708** – M Olmsted discussed the Section 8 Management Assessment Program (SEMAP) certification with the Board and asked for approval to certify that KHA performed the necessary reports for FY2011 and operates in accordance with the Federal laws and regulations *****a motion was made and seconded to approve the certification of the Section 8 Management Assessment program (SEMAP) for FY2011 thus creating **Resolution #708** M/S/P TINOCO/PITCHER 3) M Olmsted asked the Board for approval to move the June Board meeting from June 16th to June 30th. This will be for this month only. Discussion *****a motion was made to change June board meeting to June 30th. *****a motion was made and seconded to move the June Board meeting to June 30, 2011. M/S/P TINOCO/PITCHER M Olmsted will notify the newspaper. 4) S Tinoco asked Board about when they perform the Executive Director's evaluation. Discussion. B Wilson appointed S Tinoco to be in charge of the task.

Opportunity for Public Discussion:

THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED

The next meeting will be held on June 30, 2011

ATTEST:

SECRETARY

BD OF COMMISSIONERS - CHAIRPERSON