

**Minutes of the Regular Meeting of the
Housing Authority of the City of Kelso, Washington
October 20, 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 Carty; J Collins; M Pitcher; M Olmsted, Executive Director.

ABSENT: S Tinoco.

The meeting was called to order by B Wilson

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

VOUCHERS: The Conventional Vouchers No 30743 through No 30803 totaling \$47,897.04 for the month of September 2011 and Housing Choice Vouchers No 61718 through No 61870 totaling \$132,182.19 for the month of September 2011 and Local Funds vouchers No 5223 through 5237 totaling \$12,131.60 for the month of September 2011 and FSS Voucher Escrows No through No totaling \$0 for the month of September 2011 Electronic Fund Transfers (EFT) for the month of September 2011 in the amount of \$40,409.91 Also revised voucher listings that had incomplete information: Revisions for The Conventional Vouchers No 25842 through No 25923 totaling \$138,766.17 for the month of May 2010; The Conventional Vouchers No 26170 through No 26249 totaling \$67,289.43 for the month of September 2010; The Conventional Vouchers No 16444 through No 26303 totaling \$81,371.13 (Bank of America) for the month of December 2010: The Conventional Vouchers No 30229 through No 30288 totaling \$66,733.11 for the month of February 2011 (Heritage Bank) and The Conventional Vouchers No 16454 through 16454 totaling \$1,443.37 for the month of February 2011 (Bank of America); The Conventional Vouchers No 30289 through No 30371 totaling \$55,556.18 for the month of March 2011; The Conventional Vouchers No 30450 through No 30524 totaling \$55,319.72 for the month of May 2011.*******a motion was made and seconded to approve the Consent Agenda. M/S/P COLLINS/PITCHER**

FINANCIAL REPORTS: M Olmsted discussed the FSS report and Local Government Investment reports and the financial reports. Discussion. *****a motion was made seconded to approve financial reports. **M/S/P PITCHER/CARTY**

REPORT FROM EXECUTIVE DIRECTOR:

BOARD NARRATIVE
October 2011

- 1) KHA, Craig Collins, Architect, and Kelso Homes Bathroom and Lighting will be meeting on October 20th @ 2:30 pm for a pre construction meeting to discuss possible start date for project.
- 2) J Douglas broke her ankle in KHA office on September 29, 2011.
- 3) Two staff members will be out of office for annual leave middle of October 2011.
- 4) State Auditor will be arriving October 31, 2011 for KHA's annual audit for FY2011. Staff has been working with auditor via email prior to his arrival.
- 5) J Reece, Finance Officer is a notary.
- 6) KHA will be submitting Operating Subsidy for Fiscal Year 2012 for the Low Rent program October 31, 2011.
- 7) KHA will be submitting Shelter Plus Care renewal funding November 7th.
- 8) KHA will be submitting Capital Funding October 31, 2011.
- 9) KHA staff, J London, Lower Columbia Mental Health and J Peterson CHEF will be meeting to discuss beginning the process for all KHA properties to become Non smoking properties on Friday, November 4, 2011.
- 10) KHA will be hosting a Fair Housing training @ Gragg Hall on Wed November 16. S Jackman will be facilitating. Other agencies will be invited to this event.
- 11) J Reece and M Olmsted attended a Davis Bacon webinar on Tuesday, November 4, 2011. .

UNFINISHED BUSINESS: 1) On Call Policy: Discussion M Olmsted continues to research other agencies on call policies. 2)

NEW BUSINESS: 1) Memorandum of Understanding with Emergency Support Shelter. S Tinoco shared with the board that this would be a partnership with Emergency Support Shelter where victims of domestic violence and their children can have increased access to safe and affordable housing. Every year, over 500 women and children come to the Shelter escaping situations of violence in their homes. By far, one of the greatest barriers that victims face is that of where they are going to live and how they are going to afford to live there. Having the option of referrals from Kelso Housing Authority when there is availability would be an incredible asset. *****a motion was made and seconded to approve the Memorandum of Understanding with Emergency Support Shelter thus creating **Resolution #715**. M/S/P COLLINS/PITCHER

Board went into Executive Session @ 11:06 am to discuss personnel issues per RCW 42.30.110 (f) Board came out of executive session @ 11:22 am.
Action item.: Rescind contract with Kalama Housing Authority. M/S/P CARTY/COLLINS

Opportunity for Public Discussion:

THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED

The next meeting will be held on November 17, 2011

ATTEST:

SECRETARY

BD OF COMMISSIONERS - CHAIRPERSON