

**THE 1022<sup>nd</sup> MEETING  
BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY, THE CITY OF RENTON  
MONDAY, April 10, 2023, AT 9:00 AM**

Zoom Meeting

<https://us02web.zoom.us/j/88670252046?pwd=Wjl3S0J1VIR3K1Voejk5YkUrcnM5Zz09>

Meeting ID: 886 7025 2046 / Password: 448304

Meeting Call in # +1 253 215 8782 US / Password: 448304

**MINUTES**

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, April 10, 2023. The meeting was held via Zoom conferencing. Chairperson Wheeler called the meeting to order at 9:08 am.

1. **COMMISSIONERS PRESENT:** Johnnie Barnes, Gerry Marsh and Merna Wheeler. Also present: Michael S Bishop, Chief Executive Officer; Debra McCollough, Director of Human Resources; Sean McCarty, Director of Construction; Charlie McNamara, Interim Chief Financial Officer; John Murphy, Interim HCV Director and Andrea Carruthers, Office Administrative Manager. Guests Present: Nicole Gilbert.

2. **CONSIDERATION OF 1021<sup>st</sup> BOARD MEETING MINUTES:**

**The Check Issued Report needs to be corrected to February 2023 instead of January 2023 for prior month minutes.**

**MOTION** by Commissioner Barnes and a second by Commissioner Marsh to approve the minutes of the 1021<sup>st</sup> board meeting on Monday, March 13, 2023. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye; Commissioner Barnes – Aye. Motion carried with a majority vote of quorum at 9:14 am.

3. **AUDIENCE COMMENT:** No Audience comments at that time.

4. **FINANCIAL**

4.1. No Unaudited Financial Statements were provided for RHA at this time due to not truly knowing what the actual balance is for the housing authority until all Audits are caught up from 2020 – 2022, which should be by the end of 2023. The February and March 2023 Check Issued Report were provided as well as the February and March 2023 Local Government Investment Pool report. Both months were on this agenda for board approval action since it was not approved last month. [**\*ACTION**].

**MOTION** by Commissioner Marsh and seconded by Commissioner Barnes to approve the Check Issued Reports and Local Government Investment Pool Report. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye; and

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Commissioner Barnes – Aye. Motion carried with a majority vote of the quorum at 9:28 am.

4.2. Housing Choice Voucher Utilization update: Michael gave the report on where the HCV Utilization was currently at.

4.2.1. CHAIR Audit progress: Wayneisha Thomas, Program Compliance, stated that the CHAIR Audit was completed and closed by HUD. All files that were reviewed and had issues found have been fixed and corrected.

4.2.2. SEMAP and Performance Indicators: Inspections are being caught up that have been behind for the past year and Annual Reexaminations are being maintained and current. All SEMAP Indicator and file audits will be completed by the CEO until a Director of HCV or COO can be found.

4.2.3. Administrative Plan and Policy Development: Michael is currently in negotiations with Nan McKay to revise the Administrative Plan due to upcoming HOTMA changes, which will be effective 1/1/2024. These changes will require HUD to revise the 50058 form that comes to them via the housing authority housing software. Michael is in hopes to have a draft of the Revised Admin Plan in front of the board in 2-3 months.

4.2.4 Partnership activities with other local PHAs, (port reconciliation, absorptions, inspections, etc.): Michael has a meeting scheduled with KCHA and SHA to attempt to work on a Cooperative Agreement between the 3 HAs on Portability on April 21, 2023. Michael is also sending out notices to all PHA Port-Ins and landlords that receive HAP to go Direct Deposit for June HAP and eliminate checks in April and again in May 2023.

## 5. OLD BUSINESS

5.1. Allied Residential management update (Charlene was not on board call): Charlene was not on the call to discuss any Allied updates. Debra discussed with the board that the waiting lists will be going to Allied once everything is converted over to them and imputed into their system. This is to help speed up the processing of their application (LIHTC) and our application (HCV). This should cut off between 2-3 weeks on processing time and get people housed quicker. Allied is evaluating common areas for potential murals or pictures. RHA was not happy with the mural designs that they brought to the table. They will be reevaluating it. Allied is getting fewer complaints from tenants and things seem to be going smoother now. Commissioner Wheeler had a question about Houser Terrace's bed bug issues from

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the past and wanted to know if they were under control now. Sean stated that was over 6 months ago and they he thinks that everything should now be under control and nothing else has been informed to RHA regarding this issue recently but we would reach out to Allied and pose the question to them and confirm.

- 5.2. 95 Burnett Occupancy accounting and renovation update (Charlene, Debra): Debra informed the board that the gym was moved out of the hallway into a room. Murals were being considered for lobby's but the designs were not to RHA's liking and wanted them redesigned or look for alternatives.
- 5.3. Human Resources update (Debra): Debra informed the board that RHA is currently following the State of Washington's requirements and they have removed the requirement for fully vaccinated to be employed, so RHA has removed that requirement but will implement again if the State brings it back. RHA has hired Sandra Turner as the Assistant Controller due to her 15-20 years' experience in accounting. Lisa Tighe is from a temp agency also and has around 15 years' experience in payroll and accounts payables. Meron Tadege will begin this week from a temp agency and has experience from non-profits. HCV candidate interviews continue with Wayneisha, Brandy and Shakera. RHA is looking to hire 2-3 HCV specialists and one assistant. Wayneisha was promoted to Manager in the HCV department. There will be one (1) interview for HCV Director at the end of April.
- 5.4. Sunset Gardens development update (Sean): Construction work continues progressing. Sean stated that the anticipated Certificate of Occupancy for Sunset Gardens is October 2023 and all 75 units has to be fully occupied by December 31, 2023.
- 5.5. IT update, RENT Café' and SharePoint document management (Dawn/Michael): RHA will be going through a software conversion from YARDI to SACS or Scott Accounting and Computer Systems. Staff have viewed the SACS system and they like the simplicity of it and it will be easier to train new staff. SACS is 1/3 the total cost in the initial year and will be about ¼ the cost of YARDI after that. Initial year cost also has training, setup, travel, etc. embedded into it. Both John and Michael have used the SACS system before. It will be good for operations and less complicated with greater customer service. SACS will have its own landlord portal, applicant portal, resident portal, employee portal. Web applications will be completed through the SACS system and website. RENT Café' will continue until the conversion is completed.

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## 6. NEW BUSINESS:

- 6.1 **Resolution # 2684-2023** (had to move number forward by 1): Administration requested board approval of the transfer of signature authority from Mark Gropper to Michael S. Bishop between RHA and Golden Cedars, LLLP (changed from LP to LLLP).  
Motion by Commissioner Wheeler and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried with majority vote of quorum at 9:48 am.
- 6.2 **Resolution #2685-2023** (moved number forward by 1): Administration requested board approval to sell 15 vehicles, 1 tractor, 2 trailers and trade 2 vehicles with current administrative vehicles to get updated vehicles with warranties and maintenance packages and alleviate storage costs monthly (provided list to board).  
Motion by Commissioner Barnes and seconded by Commissioner Wheeler. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 9:52 am.
- 6.3 **Resolution #2686-2023** (moved number forward by 1): Administration requested board approval sell maintenance tools and equipment (ladders, etc.) and janitorial equipment and alleviate storage costs monthly (provided list to board).  
Motion by Commissioner Barnes and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 9:56 am.
- 6.4 **Resolution #2687-2023** (moved number forward by 1): Administration requested board approval to write-off Fairwood Property Miscellaneous Items stored at property (provided list to board).  
Motion by Commissioner Marsh and seconded by Commissioner Barnes. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:02 am.
- 6.5 **Resolution #2688-2023** (moved number forward by 1): Administration requested board approval of write-off of obsolete laundry equipment for all RHA properties (provided list to board). New equipment will be leased and not owned so RHA would not have to deal with maintenance of equipment and removal/replacement in future.  
Motion by Commissioner Barnes and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh –

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Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:06 am.

6.6 **Resolution #2689-2023** (moved number forward by 1): Administration requested board approval to write-off obsolete IT equipment (provided list to board). Motion by Commissioner Marsh and seconded by Commissioner Barnes. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:08 am.

6.7 **Resolution #2690-2023** (moved number forward by 1): Administration requested board approval to write-off tenant account receivable balances debt of all properties under Allied Residential management. RHA and Allied will still continue to attempt to collect any debt written off and if the unit is subsidized, then the person would need to pay off the debt before getting future subsidized housing. Motion by Commissioner Barnes and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:10 am.

7. AUDIENCE COMMENT: No comments from the audience at this time.

Commissioner Barnes wanted to review new employee's resumes. Michael reminded the board that day-to-day operations are not in the board's duties and that needed to be left to administration of RHA. If the lines of duties are crossed over by board members, then they cannot be protected by Liability Insurance and they would have to stand on their own. The only employee that the board can review and have any say is the CEO position, which is a contract position that they oversee only.

8. ADJOURN [\*ACTION]

Motion by Commissioner Wheeler and Seconded by Commissioner Barnes to Adjourn. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:12 am.

9. EMERGENCY EXECUTIVE SESSION:

Motion to Enter Into Emergency Executive Session made by Commissioner Wheeler and seconded by Commissioner Barnes. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:14 am.

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Motion to Exit Emergency Executive Session was made by Commissioner Barnes and seconded by Commissioner Wheeler. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:36 am.

**DATE:** April 10, 2023

**Signature:** \_\_\_\_\_  
**Merna Wheeler, Interim Chairperson**

**ATTEST:**

\_\_\_\_\_  
**Michael S. Bishop, Secretary**

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