

**THE 1023rd MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, June 12, 2023, AT 9:00 AM**

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 9:06 am.

I. COMMISSIONERS PRESENT: Merna Wheeler, John Hansen, Michael O'Halloran and Valentine Portolano. 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: None

2. CONSIDERATION OF 1022nd BOARD MEETING MINUTES:

MOTION by Commissioner O'Halloran and a second by Commissioner Portolano to approve the minutes of the 1022nd board meeting on April 10, 2023. No questions over the minutes from the prior board meeting. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen - Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano - Aye. Motion carried with a majority vote of quorum at 9:08 am.

3. CONSIDERATION OF THE SPECIAL BOARD MEETING MINUTES FOR TUESDAY, MAY 30TH, 2023:

MOTION by Commissioner Portolano and seconded by Commissioner O'Halloran to approve the minutes of the Special Board Meeting held on May 30, 2023. No questions over the revised CEO Contract that was voted on May 30, 2023. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye and Commissioner Portolano – Aye. Motion carried with a unanimous vote at 9:09 am.

4. AUDIENCE COMMENT: No Audience comments at that time.

5. FINANCIAL

5.1. 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. Allied Residential Management Financials for March and April 2023 were provided to the board. March report for 95 Burnette was missing as well as April Hillcrest Property report. The April and May 2023 Check Issued Report were provided as well as the March and April 2023 Local Government Investment Pool report.

Charlie McNamara discussed all Financial Reports with the board. Charlie discussed where RHA was with the State of Washington FY2020 Audit and all Partnership Audits. Charlie discussed that all HCV Landlords were being required to go to ACH payments and stop cutting physical checks.

Commissioner Valentine discussed with Charlie that there was a discrepancy between the Allied Residential and RHA spreadsheet. Commissioner O'Halloran asked where the current balance of 5.2 million came from. Commissioner O'Halloran wanted to get 5 years of history on the Local Government Investment Pool to see how much each year progressed. Commissioner Valentine and O'Halloran requested that Staff Titles be added to the Payroll report to at least break down what department payroll is paid out of.

[*ACTION]

MOTION by Commissioner Portolano and seconded by Commissioner Hansen to approve the Allied Residential Mgmt Reports, RHA Check Issued Reports and Local Government Investment Pool Report. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen - Aye; and Commissioner O'Halloran – Aye; and Commissioner Portolano. Motion carried with a unanimous vote at 9:50 am.

6. Housing Choice Voucher Utilization update: Michael gave the report on where the HCV Utilization was currently at as well as how SEMAP is being changed and handled for the future. Michael discussed the meeting with Seattle HA and KCHA and the inability to get a MOU signed and agreed upon to expand beyond the Renton Area into the other cities in King County. Meron, who was in Accounting only handling AR receipts for Ports, will now be trained to handle Port-Ins and AR's or Accounts Receivable to ensure that we collect HAP (Housing Assistance Payments) and AF (Administrative Fee) from other HA's timely or send the owed monies to Michael so that HUD can get involved.

6.1 Allied Residential Management Update (Charlene / Debra):

Debra discussed where Terminations were at the properties and that prior administration at RHA had held all terminations for non-payment of rent and that decision has been reversed because HUD expects all rents to be paid and follow through on with due process and hearings, if requested. RHA is meeting with Allied regarding outstanding TAR balances and wants leases enforced. Reviewing all issues with lighting and security at the properties and ensuring that all properties look good and function well. Current TAR balances owed range into the \$300K mark and needs to be collected or move on with terminations. Sean goes to all Allied meetings as RHA representative each week. The PBV waiting list will be moved over to Allied Residential Mgmt. HCV waiting list will remain with RHA. Commissioner Portolano asked a question about the art murals for 95 Burnett and it was explained that RHA did not like the designs that was given for approval and was also concerned about painting a mural on an entire wall in the elevator community space because once it is done, it would be expensive to change. Adding local art would be cheaper to replace or change out if we wanted to. Commissioner Portolano also wanted to make sure that barriers for tenant participation in board meetings were low as possible and would be addressed in the by-law revisions. After the April Board Meeting, it was followed up on a request about Bed Bug issues at Houser Terrace. And as far as we know, there has not been any other reports of issues since it was

treated and taken care of back in 2022. Bed Bug issues cycle in / out, especially in mid-rise apartment complexes. Tenant complaints are being handled and monitored by Allied much better than how RHA handled things before moving toward outsourced property management. The board also wanted administration to follow up with Allied Residential regarding non-payment of rent and ensuring that if possible, Allied works with the residents with a potential payment plan unless the balance is too high and a payment plan would not be feasible.

- 6.2 Human Resources Update (Debra):** Debra discussed being busy recruiting for HCV positions, such as Specialists and a Director of HCV as well as a COO or Chief Operating Officer. Debra brought back Janice Fernandez, a 26-year retired RHA employee to manage the HCV department and work between 30-32 hours under contract. We lost another experienced employee and now down to one experienced and one not so experienced but hiring 3 additional HCV Assistants to offset work until we can get them trained. Andrea is being moved back to HCV to help offset work needed and do less Office Management since some of those duties have been moved to Accounting. When fully staffed, RHA should have between 15-16 employees. Bids for Scanning are being done and once we have a confirmed contractor for the job, then RHA will move forward and begin scanning all old tenant files as well as current tenant files digitally and shred paper files. Commissioner Portolano asked about the HCV Director candidate being considered from the prior minutes. The Secretary stated that that candidate could not accept the position due to family. The potential of working from home was also brought up by the board but several issues about that concerns HUD and RHA administration. If you have seasoned staff working from home but your non-seasoned and new staff in the office, there is no one for the new employees to ask if questions arise or training is needed. Second, you cannot take files home or outside the office and since the files are not digitized, people cannot efficiently work from home and actually do the job correctly. Once staff is properly trained and files are digitized so that everything can be accessed via cloud server, then a progressive work schedule can be revised by working some at home and in the office. Digitization of all files is needing to be completed before Administration moves back to Sunset Gardens, which would be by mid-January of 2024 when the lease is up on the temporary location.
- 6.3 Sunset Gardens Update (Sean):** Sean updated Board that the 76-unit building is still on schedule for an October 5, 2023 Certificate of Occupancy. It was explained that current codes require all power lines to be taken from above ground to below ground for safety and weather-related issues. All interior framing has been completed and drywall has been started on levels 2-3.
- 6.4 IT Update / Software Changeover / Conversion (Dawn /Michael):**
Dawn explained about getting a new server, which is required due to expired software of the old server and new requirements of the software conversion for the Housing Authority. The goal for the server installation would be by the end of July, if possible. Dawn and Michael is working with SACS team on conversion and paperwork processing. Dawn explained about going out for bid on a new phone system so that it can record calls and use of customer service.

7 NEW BUSINESS:

- 7.1 Resolution# 2692-2023 Requesting Board Approval of HUD 2023 Income Limits:** Administration is requesting approval of the HUD 2023 Income Limits that were just posted via PIH Notice. It was explained that the board approval is just a formality but all HA's are required to utilize the new Income Limits that HUD issues out. Motion by Commissioner O'Halloran and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen – Aye; Commissioner O'Halloran - Aye; and Commissioner Portolano – Aye. Motion carried with unanimous vote at 11:27 am.
- 7.2 Resolution #2693-2023 Requesting Board Approval of Revised 2023 FMR's and Increased Payment Standards to 110%:** Administration requested board approval to revise 2023 FMR's and Payment Standards to 110% of the FMR's. Administration informed the board that the increased Payment Standards is needed to help voucher holders find a comparable unit in Renton due to increased rental costs. Administration also informed the board that with the increased payment standards, the voucher count for RHA will decreased due to the increased HAP budget authority but will take about one year to come around. Motion by Commissioner Portolano and seconded by Commissioner O'Halloran. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano. Motion carried by unanimous vote at 11:38 am.
- 7.3 Resolution #2694-2023 Requesting Board Approval to have Board to begin revision of By-Laws, creation of Conflict of Interest, Code of Conduct and Governance Policy:** Administration requested board approval to the beginning stage to revise the RHA By-Laws and create a Conflict of Interest, Code of Conduct and Governance Policy. Motion by Commissioner O'Halloran and seconded by Commissioner Hansen. The board wants to attempt to get the revised By-Laws back before the board meeting in July if possible. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen - Aye and Commissioner O'Halloran – Aye; and Commissioner Portolano – Aye. Motion carried by unanimous vote at 11:51 am.
- 7.4 Resolution #2695-2023 Requesting Board Approval on FY2022 SEMAP Corrective Action Plan to be sent to HUD for review:** Administration requested board approval to submit FY2022 SEMAP Corrective Action Plan to HUD for review. Motion by Commissioner Portolano and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano. Motion carried by unanimous vote at 11:59 am.

7.5 **Resolution #2696-2023 Requesting board approval authorizing RHAs in the Local Government Investment Pool Transaction**

Authorization. Administration is requesting the board to approve the Transaction Authorization form removing Mark Gropper and accepting Michael S Bishop as authorizing transactions within the Local Government Investment Pool.

Motion by Commissioner O'Halloran and seconded by Commissioner Portolano. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Hansen - Aye; Commissioner O'Halloran; and Commissioner Portolano – Aye. Motion carried by unanimous vote at 12:00 pm.

8.0 ADJOURN [*ACTION]

Motion by Commissioner Portolano and Seconded by Commissioner O'Halloran to Adjourn. Votes were given as follows: Commissioner Wheeler- Aye; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; and Commissioner Portolano – Aye. Motion carried by unanimous vote at 12:03 pm.

DATE: July 24, 2023

Signature: 
Merna Wheeler, Interim Chairperson

ATTEST:


Michael S. Bishop, Secretary