THE 1026th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, November 27, 2023, AT 9:00 AM

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, November 27, 2023. The meeting was held via in-person for board and Zoom conferencing for guests. Chairperson Wheeler called the meeting to order at 9:05 am.

1. **COMMISSIONERS PRESENT: Merna Wheeler via Zoom, John Hansen, and Valentine Portolano. Also present: Michael S Bishop, Chief Executive Officer;** Charlie McNamara, Contract Interim Chief Financial Officer and Sean McCarty, Director of Development and Construction. Guests Present: None
   COMMISSIONERS NOT PRESENT: Michael O'Halloran

2. **CONSIDERATION OF 1025th BOARD MEETING MINUTES:**

   MOTION made by Commissioner Portolano-Rose and a seconded by Commissioner Hansen to approve the minutes of the 1025th board meeting held on October 9, 2023. No comments about the prior month's minutes were given. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen - Aye; Commissioner O'Halloran – Not Present; and Commissioner Portolano-Rose - Aye. Motion carried with a majority vote of quorum at 9:09 am.

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

4. **FINANCIAL**

   4.1 Allied Residential Management Financials for September and October 2023 were provided to the board, except for 95 Burnett and only September's were given due to reporting schedule by the management company. The September and October 2023 Check Issued Report were provided as well as the September and October 2023 Local Government Investment Pool report. Charlie stated that he had forwarded the report showing prior years' contributions and interest accrual for the Local Government Investment Pool due to a request at a prior board meeting from one of the commissioners. The Payroll and Contract Cost Spreadsheet for 2022, 2023 and an estimated 2024 was provided upon request from several members of the board in a prior board meeting.

   Commissioner Valentine questioned Cedar River Terrace, Cedar Park and Houser Terrace budget discrepancies from their reports.

   [*ACTION]

MOTION made by Commissioner Portolano-Rose and seconded by Commissioner Hansen to approve all Financial Reports listed. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen - Aye; Commissioner O'Halloran – Not Present; and Commissioner Portolano-Rose - Aye. Motion carried with a majority vote at 9:31 am.

5.0 Old Business

5.1 Housing Choice Voucher Utilization update:
RHA CEO gave the report on where the HCV Utilization was currently at. It was also discussed that the conversion from YARDI to SACS Software has been ongoing since the beginning of October and due to complications with tenants/landlord information and reconciling of HAP / UHAP monies between the two programs as well as the General Ledger setup, this process will be ongoing and hopefully have the initial startup date as of 1/1/2024 along with starting Payroll through SACS instead of Paychex as well as running accounts payable checks through SACS beginning January 1, 2024 instead of YARDI.

5.2 Allied Residential Management Update (Michael Bishop):

It was explained that Charlene DePuy has been out sick and could not attend. Lease-Up meetings between RHA, Allied, KCHA and the VA have begun already at Sunset Gardens.

5.3 Human Resources Update (Michael Bishop):
The Director of Programs Administration (Latonya Washington) has started but will not be officially moved to Washington until December 2, 2023. RHA is interviewing for the HQS Inspector (In-House) position. RHA should end up with 12-13 FT Employees when at full capacity.

5.4 Sunset Gardens Update (Sean McCarty):
Sean gave updates on construction progress with Sunset Gardens dealing with PSE permanent power and TCO potential dates and potential timeline for RHA employees to move to new building. Sean informed the board that expected TCO would be December 27th but no guarantees due to prior delays. RHA's current lease at Times Square building ends on January 6th and we have approval of the city to begin moving our office desks and equipment over to Sunset Gardens without TCO but personnel cannot be working in the building until TCO has been acquired.
The board wants to have a walk-through of Sunset Gardens but since Elevators are not up and running and TCO has not been acquired yet. Once all that occurs, RHA will reach out to the board to schedule a walk-through. An Open House date is not scheduled yet due to too many unforeseen timelines being met by contractors.

5.5 IT Update / Software Changeover / Conversion (Dawn Pacheco):
Dawn explained that the new phone system has been scheduled to be installed on December 4, 2023. Access, the scanning company, is hard at work in scanning all the HCV and Accounting files into a system. SACS is still being inputted with data to move all accounting, payroll, payables vendors and HCV tenants and landlords into the system and reconciling before the final move can occur.

6.0 NEW BUSINESS:

6.1 Resolution No. 2704-2023 Approval of TAR Write-Offs for RHA Properties managed by Allied Residential

Administration is requesting approval of the TAR Write-Offs for RHA Properties managed by Allied Residential. Administration explained that write-offs of accounts with balances is necessary to get them off the books for audit purposes but those balances are still owed and sought after by Allied with collection agency. A motion was made by Commissioner Portolano-Rose and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen – Aye; Commissioner O'Halloran – Not Present; and Commissioner Portolano-Rose – Aye. Motion carried with a majority vote at 10:21 am PST.

6.2 Resolution No. 2705-2023 Approval of Revised RHA Employee Handbook

Administration is requesting board approval of the revised RHA Employee Handbook. . A motion was made by Commissioner Portolano-Rose and was seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye by Zoom; Commissioner O'Halloran – Not Present; Commissioner Hansen – Aye; Commissioner Portolano-Rose – Aye. Motion carried with a majority vote at 10:28 a.m. PST.

6.3 Resolution No. 2706-2023 Approval of FY 12/31/2024 Operating Budget

Administration reviewed old files and could not find a prior administration budget after 2009 and even that budget could not be opened and reviewed. It was locked down with a password that this administration did not know. The current administration wanted to bring a budget forward to work off of until all audits and financials were caught up from 2020, 2021 and 2022 so that RHA could move forward. After further discussion, a motion was made by Commissioner Portolano-Rose and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Not Present; Commissioner Hansen – Aye; Commissioner Portolano-Rose – Aye. Motion carried with a majority vote at 10:33 am PST.

6.4 Resolution No. 2707-2023 Approval of RHA Office Equipment Write-Off

Administration brought a list of older office equipment to write-off so as to get rid of it prior to moving all RHA property over to Sunset Gardens. Upon further discussion, a motion was made by Commissioner Portolano-Rose and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Not Present; Commissioner Hansen – Aye; Commissioner Portolano-Rose – Aye. Motion carried with a majority vote at 10:36 am PST.

6.5 Resolution No. 2708-2023 Approval of Revised HCV Administrative Plan

Administration brought the revised HCV Administrative Plan to the board for approval. The administrative plan was required to be revised due to upcoming Congressional changes with the HUD programs, such as asset and income requirements along with other requirements. RHA reviewed the entire Admin Plan and updated all the sections applying to the new HUD changes and an additional two sections that were not required but administration felt that they would be better for the program going forward. Commissioner Portolano-Rose questioned the two heartbeats per room change over the occupancy requirements for a voucher size. Upon further discussion, a motion was made by Commissioner Hansen and seconded by Commissioner Portolano-Rose. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Not Present; Commissioner Hansen – Aye; Commissioner Portolano-Rose – Aye. Motion carried with a majority vote at 10:49 pm PST.

7.0 Commissioners voted for Officers of Chairperson and Vice-Chairperson. [*ACTION] Nominations were made by Commissioner Hansen to make Commissioner Portolano-Rose Chairperson and Commissioner Wheeler Vice-Chairperson. Upon confirming that both were willing to accept the officer positions on the board, Commissioner Hansen made the motion to approve the nominations as set forth. Commissioner Portolano-Rose seconded the motion. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Wheeler – Aye via Zoom; Commissioner Hansen – Aye; Commissioner O'Halloran – Not Present. Motion carried with a majority vote at 10:55 am PST.

8.0 ADJOURNMENT of Regular Board Meeting [*ACTION]

Motion by Commissioner Portolano-Rose and Seconded by Commissioner Hansen to Adjourn. Votes were given as follows: Commissioner Wheeler- Aye via Zoom; Commissioner Hansen – Aye; Commissioner O'Halloran – Not Present; and Commissioner Portolano-Rose – Aye. Motion carried by majority vote at 10:56 am PST.

9.0 Opening of Closed Meeting [*ACTION]

Motion by Commissioner Portolano-Rose to open the closed meeting and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen – Aye; Commissioner O'Halloran – Not Present; and Commissioner Portolano-Rose – Aye. Motion carried by majority vote at 11:04 am PST.

10.0 ADJOURNMENT of Closed Meeting [*ACTION]

Motion by Commissioner Portolano-Rose to adjourn the closed meeting and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner Hansen – Aye; Commissioner O'Halloran – Not Present; and Commissioner Portolano-Rose – Aye. Motion carried by majority vote at 12:32 pm PST.

DATE: November 27, 2023

Signature: _____
Board of Commissioner Chairperson

ATTEST:

_____
Michael S. Bishop, Secretary

RENTON HOUSING AUTHORITY
75 YEARS

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DATE: November 27, 2023

Signature: _____
Board of Commissioner Chairperson

ATTEST:

_____
Michael S. Bishop, Secretary

RENTON HOUSING AUTHORITY 75 YEARS

HOUSING AUTHORITY OF THE CITY OF RENTON
SEAL
9/16/1941
WASHINGTON