THE 1031st MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, July 22, 2024, AT 9:00 AM

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, July 22, 2024. The meeting was held via in-person for board and Zoom conferencing for guests. Vice-Chairperson Wheeler called the meeting to order at 9:09 am PST.

1. **COMMISSIONERS PRESENT: Merna Wheeler (via Zoom), Michael O'Halloran, John Hansen and Kyle Pierce (via Zoom).** Also present: Michael S Bishop, Chief Executive Officer; Sean McCarty, Director of Development and Construction, Charlene DePuy, Director of Housing Services; and Dawn Pacheco, IT Contractor. Guests Present: Andrea Carruthers and Anonymous Person

   COMMISSIONERS NOT PRESENT: Commissioner Portolano-Rose

2. **CONSIDERATION OF 1030th BOARD MEETING MINUTES:**

   MOTION made by Commissioner Pierce and seconded by Commissioner O'Halloran to approve the minutes of the 1030th board meeting held on June 24, 2024. Correction was mentioned by Commissioner Pierce under the Allied Residential Management Update. Commissioner Pierce stated that he had asked for a vote to add additional statistics to the update report for the future, but it was not necessary to get a vote to add or remove due to not being an Actionable Item. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye via Zoom; Commissioner Hansen – Abstained because he was not present at the June meeting; and Commissioner Portolano-Rose – Not Present. Motion carried with a majority vote of quorum at 9:12 am PST.

3. **AUDIENCE COMMENT:** Two guests were present but No Comments or Questions

4. **FINANCIAL**

   4.1 Allied Residential Management Financials for June 2024 as well as 95 Burnett were provided. The June 2024 Check Issued Report was provided as well as the June 2024 Local Government Investment Pool report. Commissioner O'Halloran asked about two checks and who they were for. One was for the Bernalillo Housing Authority in New Mexico. It was HAP that was owed back to them because no one had sent them the 50058 that showed they moved out of a Port-In and they continued to pay HAP for about 7 months. So, we owed them about $24,457.30. Since we don't usually pay the Housing Authorities for Port-Ins, we pay the landlord locally and the Initial Agency pays us. We must pay back HAP to Initial Agencies through Accounts Payable and use the GL account for the HCV HAP.

   [*ACTION]

MOTION made by Commissioner O'Halloran and seconded by Commissioner Hansen to approve all Financial Reports listed. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye via Zoom and Commissioner Hansen – Aye; Commissioner Portolano-Rose – Not Present. Motion carried with a majority vote at 09:21 am PST.

5.0 Old Business

5.1 Housing Choice Voucher Utilization Update (Michael Bishop):

CEO updated the Board on the progression of housing software conversion and the continued fixes to landlord payments. This will continue into August due to the number of issues because of the lack of input into the new system in the past 10 months. Commissioner Pierce asked follow-up questions about PIC submissions and keeping up with the detail. It was explained that most of the errors occurred between 2021 – 2023 and the errors were not fixed so when we pulled last known PIC submission for each tenant, older than normal PIC files were pulled because the prior staff did not submit or correct the errors so nothing was pulled over to the new software.

5.2 Allied Residential Management Update (Charlene DePuy):

Charlene DePuy, Director of Housing Services, explained to the commissioners that Houser Terrace and Sunset Oaks had high vacancy rates currently due to evictions/damages/transfers of VASH to Sunset Gardens and having to wait on referral up to 120 days from VA. Affordability restrictions per property was a requested item to be added to the report to the board. Commissioner Pierce also wanted to add Commercial Space activities to the board report as well.

5.3 Human Resources Update (Michael Bishop):

The CEO explained that we had just hired an HCV Inspector and had three temp-to-hire staffing individuals for potential HCV Program Specialists and had one temp-to-hire staff for Front Desk Receptionist. The CEO informed the board that we were getting ready to go out for an HR Specialist to handle office issues/training/etc. It was the intention to create a Portability Department and have two individuals splitting the Port-Ins and Port-Outs and everything that is with these. It was the CEO's intention to move Meron Tadege over into this position. She was already handing port-in payments and deposits but this department will handle it all and take part of the load off of the other employees in the HCV department to free them up to get RHA back to providing excellent customer service to both voucher holders and landlords. We have been lacking in this department for many years, per landlord and voucher holder statements the past year.

5.4 Sunset Gardens Update (Sean McCarty):

Sean gave updates on the CO or Certificate of Occupancy at Sunset Gardens. Currently, RHA is awaiting PSE to remove the power poles at the side of Sunset Gardens so that two sections of concrete sidewalk could be completed. Weeding of the property landscaping was being done as we speak and should take a day or two to complete.

Sean informed the board that Kevin Russell, an appraiser that King County had contracted with, completed the appraisal of the Fairwood Property of 19+ acres. King County is in the review period and is having a secondary appraisal company review with them to make sure that everything is where it needs to be. Once they provide the final draft over to us, we will have an appraisal company review it to make sure we are covered and will be provided with the best appraisal opportunity for this property.

5.5 IT Update (Dawn Pacheco):

Dawn explained she is currently still updating the server room with the rack equipment and performing onboarding services for the new employees or temp employees and working on continued security on the computer systems.

6.0 NEW BUSINESS:

None by the CEO

Commissioner Pierce requested that we have a CEO update at the board meetings and wanted a schedule of timelines for what is due and when.

Commissioner O'Halloran asked about the Glossary of Acronyms of Programs with both HUD and PHA's and their meanings. The CEO explained that was being worked on even with all of the landlord payment issues.

7.0 ADJOURNMENT of Regular Board Meeting [*ACTION]

Motion by Commissioner Hansen and Seconded by Commissioner O'Halloran to Adjourn. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye via Zoom; Commissioner Hansen – Aye; and Commissioner Portolano-Rose – Not Present. Motion carried by majority vote at 10:04 am PST.

8.0 APPROVAL to Open Closed Meeting [*ACTION]

Motion by Commissioner O'Halloran and Seconded by Commissioner Hansen. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye via Zoom; Commissioner Hansen – Aye; Commissioner Portolano-Rose – Not Present. Motion carried by majority vote at 10.05 am PST.

9.0 ADJOURNMENT of Closed Meeting [*ACTION]

Motion by Commissioner Hansen and seconded by Commissioner O'Halloran. Votes were given as follows: Commissioner Wheeler – Aye via Zoom; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye via Zoom; and Commissioner Hansen – Aye; Commissioner Portolano-Rose – Not Present. Motion carried by majority vote at 10:27 am PST.

DATE: July 22, 2024

Signature pr

Board of Commissioner Chairperson or Vice-Chair

ATTEST:

Michael S. Bishop, Secretary

SEAL

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