



Minutes of the Regular Board Meeting of The Housing Authority of Thurston County June 23, 2022

The regular meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, June 23, 2022. This meeting was held at the Housing Authority of Thurston County office building located at 1206 12th Avenue SE, Olympia, WA 98501. The meeting had a virtual option to join as well via Zoom. There being a quorum, the meeting was called to order by Chair, Neil McClanahan.

Roll Call:

Commissioners: Neil McClanahan, Jay Goldstein, Holly Franco, Joelene Gioulis
Commissioners Excused: Aaron Quitugua
Staff: HATC Staff
Public: No public acknowledged when asked for comment.

Action: Approval of 5-26-2022 Minutes: Joelene moved to approve the minutes from the May 26, 2022 board meeting. Holly seconded. **Motion Carried.**

Action: Approval of Vouchers: Daniel Arevalo gave an overview of the vouchers submitted for approval. Jay moved to approve the vouchers dated May 2, 2022 - June 1, 2022. Vag seconded. **Motion Carried.**

Action: Approval of FY 2023-2024 Budget: Tom Rawson gave an overview of the FY 2023-2024 budget for approval. Joelene moved to approve the Jay seconded. **Motion Carried.**

Action: Approval of Resolution #2022-06-23-001: Karen McVea spoke about the resolution. The resolution is to extend the contract with Community Youth Services another 10 years working with Pear Street Apartments for Project Based Vouchers. Discussion followed. Joelene moved to approve the resolution. Vag seconded. **Motion Carried.**

Agenda Item Discussion: Karen McVea gave an update on Rental Assistance.

- We are moving towards becoming a paperless agency. We're currently working on digitizing all of our paper files.
- We are going to start pulling from our waitlist again. We can replace any attrition vouchers even though we are a shortfall agency.
- We're implementing an online portal for applicants, tenants, and owners. They will be able to report changes through the portal and view information.

Discussion followed.

Agenda Item Discussion: Tom Rawson and Craig Chance gave a Development update.

- Tom spoke about Olympia Crest III project. On the 29th of June we are holding a pre-bid conference to discuss the project. The bid opening will be held on July 26, 2022. We are hoping to start construction in late August. We generally will select the lowest bidder as long as all the requirements check out such as licensing.
- Craig spoke about the job opening for an administrative assistant for the development department.

Discussion followed.

Agenda Item Discussion: Tammie Smith gave a Housing Stability update.

- Tammie spoke about the job opening in the HSD. She has completed a few interviews. We are hoping to hire by mid-July.
- FSS had several graduates and the program is doing great. We are pulling in over \$400,000 in escrow funds.

Discussion followed.

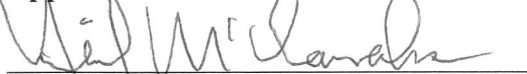
Agenda Item Discussion: Craig Chance gave an Administrative update.

- Craig spoke about the Quince Street Village. It will be managed by Catholic Community Services.
- We have started the process reviewing the personnel manual with our attorney. It is a requirement to review it every 3 years to ensure we are up to date with current labor laws.
- Craig asked to close the office a couple hours early on Friday, July 1 and a one hour late start on Monday, July 5.
- Craig shared a housing success story.
- We received a nice, appreciative letter from a participant recognizing the Housing Authority and specifically staff member, Kay Huebner.
- The next board meeting will be the 4th Thursday in July and will have an in-person and virtual option again.

Discussion followed.

Meeting Adjourned

Approved:



Neil McClanahan, Chair
Board of Commissioners



Date