

Board Retreat Minutes

The Housing Authority of Thurston County held a working retreat for the board of commissioners on May 9, 2024 from 12:30 pm – 5:00 pm in the HATC office building.

Attendees Present

Facilitator: Mison Bowden

Commissioners: Jay Goldstein (Commissioner), Joelene Gioulis (Commissioner), Jim Cooper (Commissioner), Aaron Quitugua (Commissioner), Lisa Vatske (Commissioner), Brittany Ferguson (Commissioner)

HATC Staff: Craig Chance, Karen McVea, Tom Rawson, Tammie Smith, Daniel Arevalo, Melissa Walker, Antoinette Coffey

US Housing and Urban Development (HUD), Seattle Field Office Representatives: Janice King Dunbar, Director of Public Housing; Jinnea Blakey, Portfolio Manager; Sarah Katherine, Financial Analyst

HUD Representative Presentation

HUD Representatives gave a presentation. The presentation spoke about the following:

- Public and Indian Housing Organizational Chart and their respective roles
- Veterans Administration (VA) and HUD connections
- Local Field Office Organizational Chart and roles
- PD&R does the rent limits and market rents
- Public Housing Authorities (PHA's) in Region Ten: 42 PHA's
 - Alaska - 1
 - Idaho - 10
 - Washington – 31
- Participant Complaint Protocol and the process
- Resources
- Office of Inspector General role
- PHA Annual Budget Authority vs Baseline aka Annual Contributions Contract (ACC)
 - Lease as many vouchers as you can, with the money that you have
- Importance of the data being reported in Voucher Management System (VMS)
- Voucher Per Unit Cost (PUC) across our area and the nation is increasing rapidly
- Budget Utilization & Unit Leasing
- Potential Shortfall and Actual Shortfall
- Housing Choice Voucher (HCV) Funding Overview and the Two-Year Tool
- HCV Dashboard on HUD's website
- HUD managers emphasized that HATC is a well-run PHA

Follow up discussion with representatives.

Commissioner Cooper inquired as to recommendations for commissioners and to who a good PHA would be in regards to innovators in the Public Housing world.

HUD managers once again emphasized that HATC is a well-managed PHA and that there are substantial differences in PHAs based on factors such as size and community needs. They noted that some larger PHAs, including Seattle Housing Authority, benefit from access to more tools, and funding due to specific programs available to them such as the original Move to Work (MTW) pilot, which was not available to HATC and is not available to additional PHAs. MTW PHAs are granted greater flexibility in managing their operations and services.

To further address Commissioner Cooper's question, suggestions included reviewing information from other PHAs including websites, consider attending conferences such as those of National Association of Housing and Redevelopment Officials (NAHRO) to engage in workshops and meet/visit with other PHA commissioners, staff, community officials.

Introductions

Exercise for introductions of commissioners and HATC staff present.

HSD Overview

Tammie Smith, Director of Housing Stability, spoke briefly about her division and what their roles are for their clients.

- HATS
 - Families referred through Coordinated Entry
 - 30 families at a time
 - 2-year program
 - Case manage closely with families; learning how to be a better tenant, helping setup Primary Care Providers, landlord liaison
- Family Self Sufficiency (FSS) program
- Down Payment Assistance (DPA) program

What's on your mind?

Exercise for everyone to list suggestions of what they would like to see in the agency.

Consensus topics suggested:

- **Strategic Direction**
- Board Level Engagement
- **Succession Planning**
- Community Engagement, Collaborative Services, Outreach & Marketing, Social Media
- **Development & Expanding Funding Sources regarding development**

- Rental Assistance Division rental support
- Expanding the Housing Stability Department (HSD)
- **Staff Wellness; Increasing staff, support, mental health and wellness**
- Staff Resources
- **Technology, Digital updates**
- Process Improvements

Working with the most liked categories

1. Strategic Direction
2. Succession Planning
3. Technology, Digital updates
4. Staff Wellness; Increasing staff, support, mental health and wellness
5. Development & Expanding Funding Sources regarding development

Create different categories to narrow down concerns and what needs to be worked on the most.

Goals for a Strategic Plan

Timeframe break down – Small (0-3)– Medium (4-9) – Large (10+)

Resources = \$/FTE

Measure for Success

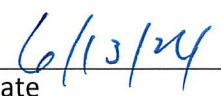
Discussion Concluding the Retreat

Commissioner Goldstein recommended forming a sub-committee to work with staff to come up with some strategic plans. Commissioner Cooper and Commissioner Gioulis volunteered to be on the committee.

Retreat adjourned.

Minutes Approved:


 Housing Authority of Thurston County Commissioner


 Date

