Minutes of the Regular Meeting
of the Board of Commissioners of the
Housing Authority of the City of Everett

October 7, 2024

Meeting Called to Order

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Koren Smith at 12:02 p.m. on Monday, October 7, 2024. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative Office at 3107 Colby Avenue in Everett and via Zoom video conference.

Commissioners Present at Roll Call:

Chair Koren Smith (*virtual*)
Vice-Chair Cynthia Andrews (*in person*)
Commissioner Chip Burgess (*virtual*)
Commissioner Paul Manselle (*in person*)
Commissioner George Perez, Jr. (*in person*)
Commissioner John Traynor (*in person*)

Also in attendance were:

Staff:

Mary Swenson	Executive Director
Shannon Atkins	Aging & Disability Services Program Manager
Janinna Attick	Director of Policy & Innovation
Linda Baines	Interim Director of Property Management
Kristen Cane	Director of Asset Management
Melanie Pilkenton	Director of Rental Assistance
Heather Stults	Communications & Engagement Manager
Kimberly Wilson	Interim Chief Financial Officer
Jaysen Witt	Executive Assistant & Communications Coordinator

Non-Staff:

Sonja Bodge	Vice-Chair, Delta Neighborhood Association
Jean Carrillo	Delta Neighborhood Association
Luis Aroche	Local 425 Western States Regional Council of Carpenters
Zach McCallum	Local 425 Western States Regional Council of Carpenters
Jared Van Kirk	Legal Representative, Foster Garvey

Executive Session
Chair Smith announced at 12:03 p.m. that the Board would convene in executive session for a period of 30 minutes to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

Reconvene Regular Session
At 12:34p.m. the Board reconvened in public session.

Executive Session - Extended
Chair Smith announced at 12:34 p.m. that the Board would extend their executive session for an additional 10 minutes.

Reconvene Regular Session
At 12:43 p.m. the Board reconvened in public session.

Public Comment
Sonja Bodge, Vice-Chair of the Delta Neighborhood Association (DNA), shared that they were surprised with the departure of Jason Morrow, Chief Real Estate Officer, from EHA and asked if this would have any effect on the previous work that has been done with EHA. Executive Director Mary Swenson stated that his departure would not affect any work that has been done and that scheduled demolition was still moving forward at the Baker Heights/Park District site.

Zach McCallum and Luis Aroche from the Local 425 Western States Regional Council of Carpenters shared their support of the Community Benefit Agreement (CBA) and requested an update as to where in the process EHA is with the CBA. Both shared personal and general stories from previous construction projects, as well as the benefits of having a CBA in place for union workers to benefit and have increased opportunities for work. Executive Director Swenson stated that the committee tasked with drafting the CBA have been working with an attorney and the development team, and that she is currently reviewing a draft. She shared that Commissioner John Traynor is the chair of the committee, with Commissioners Cynthia Andrews and Chip Burgess serving on the committee. Commissioner Traynor added that as a graduate of an apprenticeship, he appreciated their presence at this meeting along with the members from the DNA. He also shared that he wrote the draft of the CBA based on the Snohomish ordinance and looked at what would be appropriate for EHA.

Further discussion was around a work session or workshop to be presented by McCallum and Aroche for members of the Board of Commissioners. Commissioners agreed they would benefit from a presentation and Executive Director Swenson requested contact information from the union members.

Communications
None

Public Hearing

Chair Smith announced that they would now convene in a public hearing to receive comments on proposed amendments to the Annual Plan and MTW Supplement, and update to the Capital Fund 5-Year Action Plan for Fiscal Year 2024-2025. There being no public comment, Director of Policy and Innovation, Janinna Attick, provided background on the proposed amendments and updates to the documents. Director Attick shared there were no public comments received during the 45-day comment period. Chair Smith requested additional public comments after Director Attick's presentation, of which there were none.

Chair Smith called for a motion to adjourn the public hearing. Commissioner Andrews moved for a motion, Commissioner Perez seconded, and the hearing adjourned.

Executive Director's Report

Executive Director Mary Swenson shared that selected senior staff members from Finance, Development, Asset Management, and Policy & Innovation participated in a corporate retreat. It was successful with a lot of interaction with the team members and a plan on how to continue moving work forward. After the retreat, a schedule of weekly meetings was set up to better integrate what had been discussed. Executive Director Swenson said another retreat would follow with more senior staff and managers.

Approval of Minutes

Chair Smith called for a motion to approve minutes from the Regular Meeting held on September 3, 2024, and the Special Meeting held on September 18, 2024.

Commissioner Traynor moved for approval of the minutes, Commissioner Manselle seconded, and the motion passed unanimously.

Consent Agenda

Chair Smith called for a single motion to approve the Consent Agenda, containing the following items:

1. Approval of Section 8 Payments for the month of August 2024
2. Approval of Summary of Vouchers for the month of August 2024

Commissioner Andrews moved for approval of the Consent Agenda, Commissioner Manselle seconded, and the motion passed unanimously.

Items for Individual Consideration

Resolution No. 1599 Annual Plan, MTW Supplement, CFP 5-Year Action Plan

Director of Policy & Innovation Janinna Attick introduced this resolution that would allow the Board Chair and Executive Director to submit the plan documents to HUD for approval. HUD has 75 days to approve, by January 1, 2025.

Commissioner Traynor motioned, Commissioner Andrews seconded, and the resolution passed unanimously.

Resolution No. 1600 HCV Admin Plan Updates

Director of Rental Assistance Melanie Pilkenton introduced this resolution, along with Director Attick. They presented the updates via PowerPoint. Chair Smith asked for a motion, Commissioner Manselle moved for approval and Commissioner Traynor seconded. The resolution passed unanimously.

Resolution 1601 Adopting New Payment Standards Based on Small Area FMRs

Director Pilkenton and Director Attick introduced this resolution. Commissioner Perez moved for approval and Commissioner Manselle seconded. The resolution passed unanimously.

Resolution No. 1602 Updating Board of Commissioners Meeting Schedule

Executive Director Swenson introduced this resolution, which was presented to change the schedule of Board of Commissioners meetings to the previously held schedule of meetings. While quarterly meetings would not be included in this resolution, they would be scheduled as special meetings to allow for more flexibility. Commissioner Burgess moved for approval and Commissioner Andrews seconded. The resolution passed unanimously.

Adjournment

Chair Smith announced the cancellation of the next meeting of the Board of Commissioners, scheduled for November 4, due to the adoption of Resolution No. 1602. The next meeting will be the annual meeting scheduled for Tuesday, November 12, at noon. There being no further business to discuss, Chair Smith called for a motion to adjourn. Commissioner Traynor motioned as requested, Commissioner Perez seconded, and the meeting adjourned at 1:12 p.m.

ATTEST:

_____
Secretary

_____
Chair, Board of Commissioners