Minutes of the Board Retreat
of the Board of Commissioners of the
Housing Authority of the City of Everett

June 13, 2025

Meeting Called to Order

The Board Retreat of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Koren Smith at 1:13 p.m. on Friday, June 13, 2025. This meeting was held in person at the Silverview Community Room at 11109 16th Ave. SE, Everett, WA.

Commissioners Present at Roll Call:

Chair Koren Smith	Commissioner Paul Manselle
Vice-Chair Cynthia Andrews	Commissioner George Perez, Jr.
Commissioner Chip Burgess	Commissioner John Traynor

Also in attendance were:

Staff:

Mary Swenson	Executive Director
Chreatha Alston	Director of Human Resources & IT
Shannon Atkins	Aging & Disability Services Program Manager
Kristen Cane	Director of Asset Management
Erica Dias	Director of Property Management
Melanie Pilkenton	Director of Rental Assistance
Kimberly Wilson	Interim Chief Financial Officer
Sandy Langdon	Consultant, GMP Consultants

Non-Staff:

Jimmy Castro	EHA Program Participant

Introduction

Executive Director Mary Swenson reviewed the agenda with the board. Budget priorities were presented. There was a brief discussion and no changes were made.

Department Presentations

Executive Director introduced the next agenda item of department presentations.

Director of Policy & Innovation Janinna Attick was absent and Executive Director Swenson presented the Policy & Innovation department presentation slides on her behalf. A brief discussion followed.

Aging & Disability Services Program Manager Shannon Atkins presented the Resident Services department. There was a discussion regarding the cost of painting and furniture at several properties. Commissioner Andrews inquired about a calendar of events.

Director of Human Resources & IT Chreatha Alston presented the HR and IT department. A brief discussion took place on the improvement of staff turnover.

A 20-minute break was taken at 2:30 p.m. The meeting reconvened at 2:50 p.m.

Interim Chief Financial Officer Kimberly Wilson presented the Finance department. Chair Smith asked about identifying risk level and a brief discussion took place.

Director of Property Management Erica Dias presented the Proper Management department. There was a discussion regarding requested equipment. Commissioner Andrews asked for the estimated amounts of all requests. Executive Director Swenson indicated the costs will be included in the presentation for the June 23, 2025 board meeting.

Director of Asset Management Kristen Cane presented the Asset Management department. A handout titled, “Portfolio Performance Report,” was provided to the Board. A brief discussion followed.

A 5-minute break was taken at 4:06 p.m. The meeting reconvened at 4:11 p.m.

Director of Rental Assistance Melanie Pilkenton presented the Rental Assistance department.

Executive Director Swenson concluded this part of the agenda with a summary, thanking everyone for their presentation, and the Board for their participation. She stated that the budget will be brought to the next board meeting, June 23 at noon, and asked Commissioners to plan for a longer session that the usual hour.

Executive Session

Chair Smith announced at 4:35 p.m. that the Board would convene in executive session for a period of 30 minutes, returning at 5:05 p.m., to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g); and for consideration of site selection or acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.220(b)).

Reconvene in Public Session

At 5:05 p.m. the Board reconvened in public session.

Executive Session

Chair Smith extended the executive session for an additional fifteen minutes, starting at 5:05 p.m. and would reconvene at 5:20 p.m.

Reconvene in Public Session

At 5:17 p.m. the Board reconvened in public session, with no action taken during executive session.

Adjournment

There being no further business to discuss, Chair Smith called for a motion to adjourn. Commissioner Andrews motioned as requested, Commissioner Burgess seconded, and the meeting adjourned at 5:18 p.m.

ATTEST:

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Chair, Board of Commissioners

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Secretary