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

June 3, 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 12:00 p.m. on Monday, June 3, 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	Commissioner George Perez, Jr.
Vice-Chair Cynthia Andrews	Commissioner John Traynor
Commissioner Chip Burgess	Commissioner Paul Manselle

Also in attendance were:

Staff:

Mary Swenson	Interim Executive Director
Jaysen Garcia	Executive Assistant/Communications Coordinator
Cal Cuellar	Interim Director of Housing Management
Janinna Attick	Director of Policy & Innovation
Jason Morrow	Chief Real Estate Officer
Kimberly Wilson	Deputy Director of Finance
Kristen Cane	Senior Director of Asset Management & Housing Choice Vouchers
Linda Hoston	Director of Human Resources & Administration
Heather Stults	Strategic Engagement Manager

Others:

Frank Hong, Mayor's Office

Public Comment

None

Communications

None

Executive Director's Report

Interim Executive Director Mary Swenson provided an update on the Park District project, sharing that she has been meeting with many stakeholders and community members: City of Everett Mayor Cassie Franklin and staff; Delta Neighborhood Association; Boys & Girls Club Teen Center of Tulalip; and City of Everett Councilmembers. Interim Executive Director Swenson shared that Chief Real Estate Officer Jason Morrow had previously met with some of these stakeholders, an example being the Boys & Girl Club Teen Center of Tulalip. In a previous meeting, Chief Real Estate Officer Morrow had met with representatives from the Center to discuss what could be done in the neighborhood to expand and enhance their program. In this most recent meeting, Interim Director Swenson met with representatives from the Center, along with a representative from the Mayor's office.

Interim Director Swenson continued to share how she hoped the Park District and Everett Housing Authority would be able to get on the upcoming Everett Council Meeting agenda for June 12, 2024. She shared that prior to taking on her role as Interim Director of Everett Housing Authority, she had followed the Park District project from afar and found it very interesting. She feels that Everett Housing Authority has done a good job helping the City of Everett explain the project to the neighborhoods and how the Park District will raise up the area. She requested any help the Board of Commissioners could provide in sharing this information would be greatly appreciated.

Interim Director Swenson further reported that she continues to reach out to the community stakeholders, both elected official and county elected officials, and most recently met with the County Executive and staff. She attended Housing Hope's Stone Soup event and met with Housing Hope's executive director on June 4th.

Interim Director Swenson concluded her report reminding Board members to check their email about an upcoming commissioner training event that was sent by Director Attick as registrations were limited.

Approval of Minutes

Chair Smith called for a motion to approve minutes from the regular meeting held on May 6, 2024. Commissioner Perez moved for approval of the minutes, Commissioner Manselle seconded, and the motion passed unanimously.

Consent Agenda

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

1. Approval of Section 8 Payments for the Months of March, April 2024
2. Approval of Summary of Vouchers for the Months of March, April 2024

Commissioner Traynor moved for approval of the Consent Agenda, Commissioner Burgess seconded, and the motion passed unanimously.

Items for Individual Consideration

Resolution No. 1595 Creating an Ad-hoc Board Committee Regarding Community Benefits Agreements

Interim Director Swenson introduced the resolution, which was introduced at the direction of the Board of Commissioners at the last regular board meeting from May 6, 2024. The resolution directs the Board Chair to appoint three members of the Board of Commissioners to an ad-hoc board committee regarding community benefits agreements, with Interim Director Swenson being the staff liaison for the committee. The committee will look at similar programs and report back to the full Board of Commissioners.

Chair Smith asked if appointments to the committee would be made during the meeting, as she had not yet had a chance to determine Commissioner interest in participating. Interim Director Swenson stated that, after approval of the resolution, Chair Smith can make the appointments outside of the Board meeting once she has ascertained Commissioner interest.

Chair Smith called for a motion to approve the resolution, Commissioner Traynor moved for approval and Commissioner Burgess seconded. The motion passed unanimously.

Executive Session

Chair Smith announced at 12:15 p.m. that the Board would convene in executive session for a period of 30 minutes to evaluate complaints or charges brough against a public officer or employee, pursuant to RCW 42.23.110(1)(f); and review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

Reconvene Regular Session

At 12:45 p.m. the Board reconvened in public session.

Executive Session - Extended

Chair Smith announced at 12:45 p.m. that the Board would extend their executive session for an additional 15 minutes.

Reconvene Regular Session

At 1:00 p.m. the Board reconvened in public session.

Executive Session - Extended

Chair Smith announced at 1:00 p.m. that the Board would extend their executive session for an additional 10 minutes.

Reconvene Regular Session

At 1:10 p.m. the Board reconvened in public session, having taken no action in executive session.

Adjournment

Chair Smith announced the next regular Board meeting would be held Monday June 24, 2024. There being no further business to discuss, Chair Smith called for a motion to adjourn. Commissioner Perez motioned as requested, Commissioner Manselle seconded and the meeting adjourned at 1:12 p.m.