



Housing Authority of Whatcom County

Notice of Special Board Meeting
Whatcom County Housing Authority Board of Commissioners
Tuesday, December 21, 2021

Location: Conference Call

In conformance with Governor's Proclamation 20-28

Time: 1:00

AGENDA

A. ROLL CALL/QUORUM

B. ACTION ITEMS

1. Approve Public Housing Shortfall Mitigation Plan
Approve Resolution 792

(Thane, 10 minutes)

C. ADJOURNMENT

The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, December 21, 2021. Due to COVID-19 and Governor's Proclamation 20-28, Board Members and the public will only be able to attend this meeting via zoom at this time.

*Those who wish to provide **public comment** may send direct e-mail to publiccomment@bellinghamhousing.org in advance of the meeting.*

Meeting Information

Webinar ID: 868 2734 6793

[Click Here to Join on Computer, Tablet, or Smart Phone](#)

(data rates may apply)

To Join via Phone:

(phone service provider rates may apply)

(253) 215-8782 (Tacoma); (206) 337-9723 (Seattle)

(669) 900-6833 (Portland); (971) 247-1195 (Phoenix); (346) 248-7799 (San Jose)

The following resolution was brought before the Board of Commissioners of the Housing Authority of Whatcom County ("HAWC") for consideration:

APPROVAL OF
PUBLIC HOUSING SHORTFALL MITIGATION PLAN

WHEREAS, As of 12/31/2019 HAWC carried a reserve balance in the public housing operating funds of less than two months' average operating expenses; and

WHEREAS, HUD identified all public housing authorities in the nation carrying less than two months' public housing operating reserve as eligible for HUD public housing shortfall funding; and

WHEREAS, HAWC subsequently applied for shortfall funding in the amount of fifty-four thousand three hundred and thirteen dollars (\$54,313) and subsequently received a HUD award of shortfall funding in that amount; and

WHEREAS, In order to access the awarded shortfall funding HUD requires PHA's to develop a Shortfall Mitigation Plan in conjunction with local HUD Representatives and the Plan has been completed, finalized, and provides action items that will address the shortfall;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Whatcom County that the attached Public Housing Shortfall Mitigation Plan is approved and the Executive Director is directed to immediately submit the Plan to HUD.

DATED this 21st of December, 2021.

Commissioner _____ moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner _____, and upon roll call, the "ayes," and "nays" were as follows:

AYES

NAYS

The Chair thereupon declared the motion carried and the resolution adopted.

BY: _____
Dave Finet, Chair

ATTEST:

Brien Thane, Secretary/Treasurer

PHA Name and Code	Housing Authority of Whatcom County WA041
PHA Leadership	Executive Director: Brien Thane Board Chair: Dave Finet
Public Housing Units	63 units; 97.4% occupancy
The Public Housing Assessment System (PHAS) Score	2018: 99/100 High Performer
Housing Choice Vouchers	0
SEMAP Score	N/A
HUD Funding	\$550,000 FYE 12/31/2020
Congressional Representatives	Representatives: DelBene, Larsen Senators: Murray, Cantwell
Basis of Selection for Mitigation Action Plan	Operating Shortfall: <2 months' Operating Reserves
Desired Outcome of Mitigation	Other

Objective: Establish and maintain minimum Operating Reserves of at least 2 months' operating expenses					
Strategy 1: Provide Briefings and Technical Assistance to Board of Directors on FY 2019 Financial Condition and related Shortfall Plan					
Intended Outcome: Increased/Refresh Board of Directors Awareness of past, current, and intended future financial conditions					
Actual Outcome: Operating Reserves as of 12/31/2020 = 4 months' average operating expenses					
Action Items to Achieve Outcome					
Item #	Action Item	Partners	Target Date	Actual Date	Comments
1	Establish a SME team to provide ongoing operations and financial technical assistance	Field Office (FO)	12/23/2021		Heston, FA; Shanks, Engineer; PMS
2	Brief BoD on FY 2019 Shortfall and Shortfall mitigation plan	PHA, BoD	12/28/2021		Meeting scheduled for 12/21
3	BoD reviews; as appropriate modifies; and approves plan. Submit plan to FO	PHA BOD	12/29/2021		
4	Meeting between FO and PHA staff on available T.A. including Board Financial training resources	PHA, Program Office, FO	12/23/2020		https://www.hudexchange.info/trainings/courses/lead-the-way-pha-governance-and-financial-management/
Strategy 2: Decrease Public Housing Expenses and Increase PH Revenue					
Intended Outcome: Achieve minimum Operating Reserves of at least 2 months' operating expenses					
Actual Outcome:					
Action Items to Achieve Outcome					
Item #	Action Item	Partners	Target Date	Actual Date	Comments
1	Review administrative resource assignments to reduce expenses	PHA	3/31/2022		
2	Compare allocation plans to activities to ensure resources are properly aligned programs.	PHA	3/31/2022		
3	Implement identified reductions and reallocations	PHA	3/31/2022		
4	Increase/Maintain Low Rent Public Housing to occupancy to 97%	PHA	3/31/2022		
Strategy 3: Develop long-term sustainability Plan					
Intended Outcome: Maintain minimum Operating Reserves of at least 2 months' operating expenses					
Actual Outcome:					
Action Items to Achieve Outcome					
Item #	Action Item	Partners	Target Date	Actual Date	Comments
1	Review the cost and benefits of repositioning portfolio	PHA	11/30/2022		
2	Review organization structure including consortium, consolidation/merger	PHA	11/30/2022		
3	Present results to BoD	PHA, BoD	12/31/2022		
Strategy 4: Monitor MOR					
Intended Outcome: Maintain minimum Operating Reserves of at least 2 months' operating expenses					
Actual Outcome:					
Action Items to Achieve Outcome					
Item #	Action Item	Partners	Target Date	Actual Date	Comments
1	BOR monitoring and managing administrative expenses on a regular basis	PHA, BoD	12/31/2022		YTD budget and variance report in BoD quarterly briefing package
2	Meetings between FO and PHA staff on a regular basis to review progress and as appropriate provide TA or modify plan. Monthly meeting until 2 MOR achieved. Quarterly meetings until PHA removed from Shortfall list.	PHA, Program Office	1/31/2023		Release second phase of funding upon removal of list.
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