

HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY  
VIRTUAL  
BOARD OF COMMISSIONERS  
MEETING MINUTES

Thursday, June 17, 2021

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I. **Call to Order**

The virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:46 a.m., on Thursday, June 17, 2021, via zoom.

II. **Roll Call**

**Present:** Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson and Commissioner Dona Cowan.

III. **Public Comment**

No public comment.

IV. **Approval of Minutes**

A. April 15, 2021 Board of Commissioners' Meeting Minutes

Commissioner Dona Cowan moved for approval of the Minutes w/ changes to correct to 2021, seconded by Commissioner Kacy Johnson; the Board unanimously approved the Minutes from April 15, 2021.

V. **Action Items for Discussion & Approval**

A. Approval of Voucher Report April 1, 2021 to May 31, 2021

Questions of Commissioners' were answered.

Commissioner Kacy Johnson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for April 1, 2021 to May 31, 2021.

B. Resolution No. 474 – Adoption of the SWHA Combined Five-Year and FY 2021 Annual Agency Plan.

Bill Cook, Director of Property Management explained the Resolution.

This is the actual five year plan that we need to submit to HUD. It covers all of the operations that we do including capital work. We are required to follow the rules that HUD has in place.

Commissioner Reta Stephenson moved for approval of Resolution No. 474 for the adoption of the SWHA Combined Five-Year and FY 2021 Annual Agency Plan, seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 474.

## VI. Reports

### A. Financial Report for April 2021

Windy Epps, Interim Director for Finance, explained the Financial Report for April 2021.

One correction-2<sup>nd</sup> page should be Cedar Grove, not Hillsvew.

Questions of Commissioners' were answered.

### B. Housing Management Report for April/May 2021.

Mayra Jacobs, Regional Manager went over the Housing Management Report.

Mayra introduced Caprice Witherspoon, Interim Senior Property Manager as Kim Sayavong has been promoted to Director of Housing Initiatives at Central Applications.

Questions of Commissioners' were answered.

## VII. New Business

### A. Reopening Plans

We are planning the reopening process in July. We will start doing regular work orders that we have not been doing. A communication piece will go out to residents.

### B. Search for new Resident Commissioner

Commissioner Lee Elliott has resigned and will no longer be serving as a Commissioner.

We need to fill his position of Resident Commissioner. A notice needs to go out to all residents to see if they have any interest. Bill will put a blurb about the vacancy in the mailing that will go out and if residents are interested, they need to submit a letter of interest to the Board.

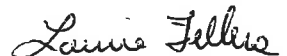
### C. In Person Meetings

We could think about having the meetings in person again, we will leave it up to the Chair. The Board would like to have the August meeting in person.

## VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:16 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY



LAURIE FELLERS, Chair  
Board of Commissioners



STEPHEN J. NORMAN  
Executive Director