

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



VIRTUAL/ZOOM MEETING OF THE BOARD OF COMMISSIONERS

Thursday, December 23, 2021

Zoom Meeting:

[https://zoom.us/j/91304429567?pwd=aEk4bkZBVVVFVQWF
DQndZYTdlcTVxQT09](https://zoom.us/j/91304429567?pwd=aEk4bkZBVVVFVQWF
DQndZYTdlcTVxQT09)

Meeting ID: 892 4061 2038

Passcode: 965576

PHONE: 253-215-8782

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SPECIAL MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, December 23, 2021
8:30 am

VIRTUAL/ZOOM MEETING
Hillsview Apartments - 830 Township Street, Sedro-Woolley, WA 98284

- I. Call to Order
- II. Roll Call
- III. Public Comment
- V. Action Items for Discussion & Approval
 - A. Resolution No. 476 – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP) as a Result of the COVID-19 Pandemic. 1
 - B. Resolution No. 477 – Interim Executive Director and Acting-Secretary-Treasurer Appointment to Sedro-Woolley Housing Authority - Daniel Watson. 2
- VIII. Adjournment

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Judi Jones, Senior Program Compliance Manager
DATE: December 21, 2021
RE: **Resolution 476:** Changes to the Admissions and Continued Occupancy Policy as a result of the COVID-19 pandemic.

As you are aware, the COVID-19 pandemic has posed significant logistical barriers to agencies operating locally, regionally and across the nation. To address these issues Congress, through the Consolidated Aid, Relief and Economic Recovery Act (CARES Act) of 2020, allowed for the modification of federal regulations applicable to the administration of federal programs. As a result, on April 10, 2020, HUD issued PIH Notice 2020-05 which detailed specific regulatory waivers available to PHAs to address pandemic-related issues impacting our subsidized housing programs. Subsequent notices issued by HUD extended most waivers through December 31, 2021. Regulatory relief allowed under PIH Notice 2020-05 included deferment of the PHA requirement to seek prior Board approval of ACOP and Administrative Plan changes until December 31, 2021 – allowing PHA's to implement limited policy and program changes without delay.

In support of the SWHA's implementation of identified HUD waivers, Resolution No. 476 provides formal Board approval of policy and program changes already implemented through HUD-waivers issued under PIH Notice 2020-05 and subsequent amendments thereof. Approval of the Resolution will allow SWHA to ensure compliance with the HUD requirement that any changes implemented be retroactively approved by the Board prior to December 31, 2021. Specific HUD-waivers utilized by the Agency are shown below:

- 1) Item PH-9: Waived the requirement to annually review Utility Allowances
- 2) Item PH-6: Delayed the requirements regarding completion/submission of Energy Audits which may have become due prior to December 31, 2021.
- 3) Item PH-4: Waived the requirement for prior board approval of adoption of changes to the HA's Tenant Selection policies.
- 4) Item PH-12: Waived the requirement for annual PHA self-inspection of housing units.
- 5) Financial Reporting Waiver – Item 11.c: Extended Financial Reporting deadlines for submission of unaudited/audited financial statements.

Staff recommends approval of Resolution No. 476, effective immediately.

**THE HOUSING AUTHORITY OF THE CITY OF SEDRO WOOLLEY
RESOLUTION NO. 476**

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) AS A RESULT OF THE
COVID-19 PANDEMIC**

WHEREAS, on April 10, 2020, as directed by the Congress through the Consolidated Aid, Relief and Economic Security Act (CARES Act) of 2020, the Department of Housing and Urban Development (HUD), issued PIH Notice 2020-05 - providing a list of time-limited regulatory waivers available to Housing Authorities as a result of the COVID-19 pandemic; and,

WHEREAS, policy and procedure modifications allowed under available HUD waivers (see attached), have allowed SWHA to implement measures that have protected resident, staff and community health and safety and helped reduce community spread of COVID-19; and

WHEREAS, PIH Notice 2020-05 included a requirement that SWHA seek retroactive Board approval of any ACOP changes implemented as a result of the use of available HUD waivers no later than December 31, 2021;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO WOOLLEY, WASHINGTON, as follows:

- (1.) The Board of Commissioners hereby approves SWHA's use of HUD waivers provided under the CARES Act and, pursuant to PIH Notice 2020-05, retroactively approves ACOP and Administrative Plan policy changes implemented as a result of their adoption;

**ADOPTED AT A SPECIAL MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO
WOOLLEY THIS 23rd DAY OF DECEMBER 2021.**

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO WOOLLEY, WASHINGTON**

Laurie Fellers, Chair
Board of Commissioners

STEPHEN NORMAN
Secretary-Treasurer

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 477

**INTERIM EXECUTIVE DIRECTOR AND ACTING-SECRETARY-TREASURER
APPOINTMENT TO SEDRO-WOOLLEY HOUSING AUTHORITY – DANIEL WATSON**

WHEREAS, the Board of Commissioners (the “Board”) of the Sedro-Woolley Housing Authority (“SWHA”) has received and accepted the resignation of Stephen Norman, Executive Director; and

WHEREAS, the Board wishes to appoint Daniel Watson as Interim Executive Director and Acting Secretary-Treasurer to the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY; as follows:

That the Board of Commissioners of the Sedro-Woolley Housing Authority hereby authorizes the Chair of the Board to endorse any and all documents necessary to formalize the appointment of Daniel Watson, as the Interim Executive Director and Acting Secretary-Treasurer, including but not limited to an employment agreement.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY A SPECIAL OPEN PUBLIC MEETING THIS 23RD DAY OF DECEMBER, 2021.

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON**

Laurie Fellers, Chair
Board of Commissioner

STEPHEN J. NORMAN
Secretary-Treasurer