

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

Thursday, October 21, 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 Co-Chair Reta Stephenson at 10:46 a.m., on Thursday, October 21, 2021, via zoom.

II. Roll Call

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

III. Public Comment

No public comment.

IV. Approval of Minutes

A. June 17, 2021 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes, seconded by Commissioner Dona Cowan; the Board unanimously approved the Minutes from June 17, 2021.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report June 1, 2021 to July 31, 2021

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for June 1, 2021 to July 31, 2021.

B. Approval of Voucher Report August 1, 2021 to August 31, 2021

Questions of Commissioners' were answered.

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

- C. Resolution No. 475 – A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2020 Allocation of Funds from the HUD Capital Fund Program.

Bill Cook, Director of Property Management explained the Resolution.

Commissioner Reta Stephenson moved for approval of Resolution No. 475, and seconded by Commissioner Kacy Johnson; the Board unanimously approved Resolution No. 475.

## VI. Reports

- A. Financial Report for June 2021

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

Questions of Commissioners' were answered.

- B. Financial Report for August 2021

Windy Epps, Director for Finance, explained the highlights of the Financial Report for August 2021.

Questions of Commissioners' were answered.

- C. Housing Management Report for June/July 2021

Caprice Witherspoon, Senior Property Manager reviewed the report.

- D. Housing Management Report for August/September 2021

Caprice Witherspoon, Senior Property Manager gave highlights of the report.

Questions of Commissioners' were answered.

## VII. New Business

- A. Announcements

Stephen Norman, Executive Director of King County Housing Authority is retiring at the end of this year. He has been the Executive Director at King County Housing Authority for almost 25 years. We have started a national search for his position. In the meantime, Dan Watson, Executive Deputy Director will be stepping in as the Interim Executive Director.

- B. Caprice Witherspoon is now the Senior Property Manager and will be joining our SWHA meetings. There are two Regional Manager positions that are vacant. The other two Regional Managers are taking on another area to cover. Al Khalaf is the Regional Manager and used to be the Manager for Sedro Woolley years ago. He will be working with Caprice to make sure things run smoothly.
- C. COVID-19. We have a very low infection rate for COVID. We are keeping up with all the efforts we are doing now to keep everyone safe. The vaccination rates among staff are about 70% right now.
- D. Search for new Resident Commissioner  
We have the letter ready to go out from the Chair and residents will send back to the property with responses. We will get this letter sent out next week.
- E. Holiday Resident Lunch  
Commissioners decided that we should not do an in person event this year due to COVID. They would like to do a door hanging of goodies to spread holiday cheer from the Commissioners.

#### VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:23 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY



LAURIE FELLERS, Chair  
Board of Commissioners



STEPHEN J. NORMAN  
Secretary-Treasurer