



431 5th Ave West. ● Omak, WA 98841 ● (509) 422-3721 ● TTY 771 ● Fax (509) 422-1713

“Assisting residents of Okanogan County to acquire and retain affordable housing while strengthening our communities by removing barriers, empowering dignity and building trust”.

Minutes of January 26, 2021: Regular HAOC Board Meeting

The Board of Commissioner’s Meeting was called to order by Chair, Kelly Scalf at 5:26pm.

Board Members Present: Harry Best, Yvonne Bussler-White, Kelly Scalf, Laura Hernandez, Anthony Gomez

Staff Members Present: Nancy Nash-Mendez, Executive Director, Kerri Davis, Housing and Occupancy Specialist

Members of the Public: Lois Hale, Scribe, Becki Andrist, board member candidate.

Approval of the Agenda: Nancy requested adding a discussion and resolution for new funding source received this afternoon for Meadow Lark development.

MOTION: to add discussion of Meadow Lark funding to the agenda and approve the agenda was made by Harry Best, **second** by Laura Hernandez; **motion passed and carried.**

Approval of December meeting minutes: Minutes from prior meeting were reviewed.

MOTION: to approve December meeting minutes was made by Anthony, **second** by Yvonne; **motion passed and carried.**

Tour of New Website: New website was introduced by Karrie Davis. People are now able to apply online although some are completing the wrong application. Anthony asked about making the site more self-explanatory. Kelly suggested that terminology on website may be confusing to the public. Mainstream Voucher application is not fillable online so people are using the apartment applications which are fillable. Mainstream applications go through a 3rd party and the application contains a lot of personal information; HAOC cannot guarantee that it is safe and secure. Applicants may not have access to a printer since libraries are closed. Website has been a huge help to give information to public and receive applications. Kelly asked if it was possible that people could complete one application and housing authority staff would sort applications on the back end for what program the applicant is eligible for. Carrie responded that the Mainstream Voucher is the only program that is currently accepting applications. Each program has different waivers, qualifications, etc. so a one-size-fits-all application is not feasible at this time. Kelly said a flow chart would help determine program eligibility. Nancy suggested the board submit specific improvement ideas. Kelly suggested a “if you need help” option right up front. Nancy suggested “Apartment Application” instead of “Apply Online”. Paying rent online is not available on the website yet. Kelly asked if there was going to be a place for staff to print off employee forms. Nancy responded that would be upcoming. Anthony suggested that visuals or bullet points would make the website easier for low literacy users. Anthony also suggested that people should be able to contact specific employees.

Financial Reports: Financial reports were sent to board members by email. Nancy reviewed the highlights of each report.

Board Financial Subcommittee Report: Kelly was on vacation and did not review financial reports this month. She will review both November and December for the next meeting.

UNFINISHED BUSINESS:

- a. **Executive Director Report:** Nancy reviewed where the agency stands in regard to the Five-Year plan. The agency is on target with strategic plan goals. Development is underway for Meadow Point and Meadowlark. Acquisitions are in progress for Elmwood Apartments in Okanogan, and Peachtree Place in Brewster; funding has been secured and Purchase and Sale Agreements have been signed. Rental assistance, Mainstream, and Veteran's vouchers have been increased to 143 new vouchers. 48 new housing units have been obtained and construction is underway for 62 new units for a total revenue of \$22,325,000 for acquisition and development.
- b. **2021 goals were reviewed:** Complete construction and acquisition of more units. Hire asset manager. Begin strategic planning for next five years. Hold strategic planning retreat. Yvonne commented that the last strategic planning retreat was very profitable and a great team building opportunity.
- c. **Housing Management:** Nancy briefly reported that staff will begin to send out letters to those who have applied for Mainstream vouchers and anticipate that in February they will be able to start looking for housing.
- d. **Property Management:** One opening in Pateros Gardens.
- e. **Property Development/Acquisition Reports:** Meadowlark construction is underway.
- f. **Human Resources Report:** Begin posting the job for the asset manager this week. We hope to hire by end of February.

NEW BUSINESS:

- a. **Board Candidate Becki Andrist:** resume and questionnaire was sent to board members prior to the meeting. Becki introduced herself and was welcomed to the board meeting by Kelly Scalf. Becki expressed her desire to serve the community and make community better. She has years of experience serving other non-profit boards and has a background in business administration, communication, policy.
- b. **Meadowlark Senior Housing bid:** Gap between funding and lowest bid (TW Clark bid \$2,794,000) was \$471,000. Four bids were received. Nancy has been working on trying to find other funding sources, including County recording fee for affordable housing fund and other grants/loans. Rural Community Assistance Corporation (RCAC) was approached for funding. RCAC board approved \$300,000. To have access to this fund the HAOC board of commissioner need to approve the Corporate Resolution to Borrow form, which allow the Executive Director to execute the loan application and the loan agreement, promissory note, security and other instruments, and all the documentations for the disbursement of funds required by RCAC.
- c. **Resolution 2021-01:**
MOTION: to approve resolution 2021-01 to allow Nancy to pursue loan with Rural Community Assistance Corporation was made by Laura Hernandez, second by Yvonne Bussler-White; motion passed and carried.
Discussion: Nancy will bring loan documents back to the board for approval.
- d. **Update on Okanogan County Recording Fee 2021 request for funding:** Okanogan County gave \$50,000 for Vista Park management and \$12,000 from homeless fund for case management. Nancy will make a request for \$60,000 for Meadowlark shortfall.
- e. **2020 Landlord and Homeless Hero of the Year:** Staff has nominated Margie Mefford, who has a trailer court in Riverside) as Landlord of the Year. Will Keller (founder of the Okanogan Communities Homeless Shelters) has been nominated as Homeless Hero of the Year. Due to



COVID, a celebration cannot be held but a news release will be drafted and send to the Chronicle.


Executive Session:

MOTION: to hold an Executive Session for 5 minutes to discuss board candidate was made by Harry Best, **second** by Laura Hernandez; **motion passed and carried.** Executive Session started at 7:16pm. The board came out of the Executive Session at 7:21. No decisions were made during the Executive Session.

MOTION: to accept Becki Andrist for the HAOC's vacant board position was made by Harry Best, **second** by Laura Hernandez; **motion passed and carried.** The board directed the Executive Director, Nancy Nash-Mendez, to submit a request for nomination of Becki Andrist as a Board of Commissioner of the Housing Authority of Okanogan County to the Okanogan County Commissioners. Becki is filling the vacant board position left by Ron Whiteside.

Adjournment: Meeting adjourned at 7:27 pm by Kelly Scalf.

Next Board meeting: Wednesday, February 26, 2021, 5:15 pm via Zoom


Board Member

HOUSING MATTERS!!!