



431 5th Ave West · Omak, WA 98841 · (509) 422-3721 · 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”

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
MINUTES
Wednesday, March 24, 2021

Present: Laura Hernandez, Yvonne Bussler-White, Nancy Nash, Becki Andrist, Harry Best, Anthony Gomez, Nancy Nash, Executive Director, and Lois Hale, Scribe

Absent: Kelly Scalf

Call to Order: Meeting was called to order at 5:16 PM by Yvonne Bussler-White, Vice Chair.

Approval of Agenda: Nancy announced that Sara Campbell is not able to attend this meeting.

Motion to approve the agenda as revised was made by Becki Andrist, **seconded** by Laura Hernandez. **Motion passed and carried.**

Approval of Minutes of Prior Meeting: Motion to approve February 24th minutes as written was made by Becki Andrist; **seconded** by Laura Hernandez. **Motion passed and carried.**

FINANCIAL REPORTS: All reports were sent to board members electronically prior to the meeting.

Nancy discussed the financial reports:

The Balance Sheet will be posted on the website for the board to be able to review at any time. Sara will review assets next month.

Income Statement – Nancy will be doing a “deep dive” into the Income Statement with the board in May. Becki asked if there will be more “COVID” money in the latest relief bill but nothing as yet and none is anticipated. Agency still has \$15,000 from 2020 which must be used by June 30th of 2021.

Property Comparison Report, an income statement by property Y-T-D, was discussed. A fraud was discovered and Nancy has had a meeting with the client. If any fraud money is recovered, 50% goes to HUD and 50% stays with the housing authority. Laura asked what happens when a tenant gets behind on rent. Nancy explained the process. Becki asked how many tenants are currently behind in their rent. Those tenants are referred to Community Action for assistance. Nancy stated that now that applications are online, applications are received daily.

Staff Report: General Property Manager has had years of experience and is fitting in with the team well. She is participating in the OTJT program.

Okanogan County Housing Needs Assessment: Nancy feels that the HA is responsible to the community to be a conduit with the county to encourage engagement with other agencies to address areas identified on the Needs Assessment. The assessment takes into consideration various regions of the county.

EXECUTIVE REPORT:

Developments Updates: Meadow Point construction is moving forward. There will be an onsite meeting on Wednesday, March 31st. Nancy is still working to close the deal on Meadowlark. Legal counsel has been very helpful. Nancy has received a lot of pressure from the general contractor to get



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the ok to start work. She is hoping they will be able to start work on the 29th. 624 N Pine is the address. Board will be sent an invitation to a ground breaking ceremony.

UNFINISHED BUSINESS:

Website Update: Board member section (password protected) is now online. Minutes will be posted after approved. Properties are listed: Nancy explained the difference between “affordable rent” housing (no vouchers) and “low income” housing (rental assistance/voucher program). Projects in Progress are listed; single homes owned by the agency are not listed. Voucher programs are noted and their financial impact on the local housing community.

Board Training: Nancy covered Roles of the Commissioners, Part 5 of the training series as well as the Executive Director’s Role. She encouraged all board members to read RCW Chapter 35.82 which will also be added to the board member section of the website. Board Training Manuals have arrived and can be picked up at the Housing Authority Office.

NEW BUSINESS:

Yearly conflict of interest policy acknowledgment: Once a year, the board goes over the policy and sign the acknowledgment form. Nancy will be sending both the policy and the form out with the board packet for the next board meeting. The policy will also be placed on the board tab of the website.

Reopening of the office post COVID: Nancy asked for input from board members regarding reopening for business. Anthony commented that DSHS is looking to open in June or July this year. Yvonne stated her agency is not opening doors until July 1st unless something significantly changes. Nancy feels it is better to be cautious and the agency is still able to serve the public, possibly better, with the office closed. She believes that protecting the staff is a priority. Yvonne asked if the staff is getting vaccinations, which would weigh into opening the doors to the public. Not all staff members are eligible yet. Vaccination of staff will be optional, the same as other vaccines.

Upcoming HUD new homeless vouchers: 1.9 trillion aid will include more new vouchers. HUD has 6 months to implement the new vouchers.

Resolution 2021-02: to amend a mistake in Resolution 2021-01 re changing the date and time of board meetings, changing the number to Resolution 2021-02.

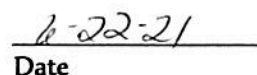
Motion: to change the number of Resolution 2021-01 to Resolution 2021-02 was made by Becki Andrist. **Seconded** by Laura Hernandez. Motion passed and carried.

Resolution 2021-04: to approve the utility allowance as presented. Motion to approve Resolution 2021-04 was made by Laura, seconded by Becki Andrist. Motion passed and carried.

Adjournment: Motion to adjourn at 6:34 pm was made by Harry Best, **seconded** by Becki Andrist. Motion passed and carried.

Next Meeting: April 28, 2021 via Zoom @ 5:15 pm.


Board Member


Date



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