



# Housing Authority of Okanogan County

431 5<sup>th</sup> 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 23, 2022

**Present:** Kelly Scalf, Becki Andrist (Chair), Harry Best, Nancy Nash (Ex. Dir.), Lois Hale (Scribe), Dr. Brandon Smith (Board Candidate)

**Absent:** Anthony Gomez, Laura Hernandez

**Call to Order:** by Becki Andrist, Board President, at 5:15 pm.

**Comments:** None

### **Approval of Consent Agenda and Minutes of Prior Meeting:**

MOTION to approve the consent agenda and minutes from the January and Annual meetings was made by Kelly Scalf, second by Harry Best. Motion carried.

### **NEW BUSINESS:**

#### **1. Board Member Resignation:**

MOTION to accept Yvonne Bussler-White's resignation from the board was made by Harry Best, second by Kelly Scalf with amendment to send a thank you from the board for her service.

Discussion: Nancy noted that in the past a thank you plaque was ordered but with COVID, she suggested that the board authorize purchase of a gift certificate from Shady Creek. Yvonne has served the Housing Authority for over 20 years.

Motion amendment: Kelly Scalf amended the amendment to include a gift certificate for \$100 from Shady Creek Nursery.

Motion as amended carried.

#### **2. Approval of Nomination of Becki Andrist as check signer:**

MOTION to remove Yvonne Bussler-White as a bank account signer and add Becki Andrist was made by Harry Best, second by Kelly Scalf. Motion carried.

#### **3. Approval of Resolution 2022-02: Section 8 Utility Allowance** – Okanogan County Housing Authority is required by HUD to conduct a utility cost study in every city of the county. This analysis is heavily used by the voucher program and all subsidized housing throughout the county. Nancy noted that the analysis may need to be redone in August or September if power costs rise.

MOTION to adopt Resolution 2022-02, utility allowance as presented was made by Kelly Scalf, seconded by Harry Best. Motion carried.

#### **4. Approval of Accounts Payable and Rural Development Compliance contracts:** the current Accounts Payable professional, Terri Williams, will not be renewing her contract with the



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agency. A new contract for these services is needed. The Executive Director has identified Tracy Tompkins as one who is both qualified and has a desire to work as an accounts payable contractor. The staff is recommending that the board approve Tracy's contract starting as of April 1, 2022 to allow transition time between the two contractors.

Rural Development Compliance contracts are for Elmwood, Peachtree, and Twisp Gardens; contracts will be filled by the former Compliance officer for Elmwood and Peachtree.

MOTION to approve new Accounts Payable Clerk and Rural Development Compliance Officer was made by Harry Best, second by Kelly Scalf. Motion carried.

**5. Presentation of Dr. Brendan Smith as candidate for board position:** Dr. Smith is a medical provider at Family Health Centers, and worked with homeless youth care in Seattle before coming to Okanogan County. He has expressed interest in serving as a Board of Commissioner for the Housing Authority of Okanogan County.

MOTION to recommend that the County Commissioners approve Dr. Brendan Smith to assume the remainder of Yvonne's Bussler-White's term was made by Kelly Scalf, seconded by Harry Best. Motion carried.

## OLD BUSINESS:

**1. Personnel Policy committee report:** Changes in the Personnel Policy were approved via email on 2/24/22 in order to comply with the changed mandate time frame. (Per Housing Authority policy, email approvals are followed by official vote at next regularly scheduled meeting of the board.)

MOTION to approve personnel policy changes was made by Kelly Scalf, second by Harry Best. Motion carried.

**2. Opening the office to the general public:** There have been recent changes to COVID rules for businesses. Staff is recommending that the office remain closed to the general public for walk-in services until June or July, 2022 with continuation of in-person services by appointment only, which has been working very well. Dr. Smith stated that waiting to open the office to the public is a good idea with the unmasking change and high numbers of COVID cases still in the county. Board agreed to revisit issue at the June meeting.

## FINANCIAL REPORTS:

**1. December 2021:** Nancy submitted the financial reports in the board packet and reviewed them at the meeting.

**2. Board Finance Committee Report: Approval of Bills, Payroll and Communications –** Becki Andrist reviewed and approved all documents.

MOTION: to approve the Bills, Payroll, and Communications reports was made by Kelly Scalf, seconded by Harry Best. Motion carried.

**3. Executive Director's Report** by Nancy Nash was sent to Board members in the board packet and reviewed with the board. Vista Park and Meadow Point are managed by an



EQUAL HOUSING  
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independent company chosen by the investors. Financials are provided by those companies to Nancy. Nancy offered to provide the reports to the board quarterly. She also suggested that the United Marketing team do a presentation to the board at a future meeting.

**Adjournment:**

MOTION to adjourn the regular meeting and enter into Executive Session for about 10 minutes to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price was made at 6:12 by Kelly Scalf, seconded by Harry Best. Motion carried.

The Board came out of Executive Session at 6:25pm. At that point, the board discussed the options presented to them during the Executive Session and desired not to pursue the opportunity presented to them during the Executive Session.

**Next Meeting (via Zoom):** April 20, 2022 (3<sup>rd</sup> Wednesday) @ 5:15 pm. Announcement will be submitted to newspaper and radio.

Minutes compiled by Lois Hale, Scribe

**Board Signature:**

A handwritten signature in black ink, appearing to be "LH", is written over a horizontal line.



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