



431 5th Ave West · Omak, WA 98841 · (509) 422-3721 · fax (509) 422-1713

Meeting date: 06/22/2022

Present: Becki Andrist, Kelly Scalf, Nancy Nash-Mendez-Mendez, Harry Best, Laura Hernandez, Heather Gadd.

Absent: Anthony Gomez

Scribe: Kelly Scalf

Call to Order: 5:13 PM by Becki Andrist

Approval of Agenda and Minutes: Motion to approve the consent agenda and minutes from the prior meeting was made by Laura Hernandez, seconded by Harry Best. Motion carried.

Public Comments: No public members attended

Chair Comments: There were no comments from the chair

Commissioner Comments: There were no comments from the public.

NEW BUSINESS:

Board Training: Heather Gadd, Property Operations Supervisor, provided a training to the Board regarding non-payment of rent, including 14 day pay or vacate notice, non-renewal of lease, and unlawful detainer. (Outline attached).

Heather Gadd also provided an update on Meadowlark leasing/screening process.

Nancy Nash-Mendez provided an update on tenant arrears and unlawful detainers for non-complying tenants that are being asked to vacate properties.

Nancy Nash-Mendez provided an update to the Board on Housing Choice Vouchers (Section 8), and eligibility for people that don't live in Okanogan County. She conducted research on behalf of the Board to determine whether or not it was possible to prioritize Okanogan residents over those that live outside the County. The Board felt that it was important to provide housing to eligible individuals and families in Okanogan before issuing a voucher to a non-resident. With Housing Choice Vouchers, the voucher stays with the holder even if they leave the county. Nancy reported that the Board can set that priority by Resolution in the Administrative Plan amendment. Nancy will present an updated plan next month based on the Board's recommendation.

FINANCIAL REPORTS:

Approval of Bills, Payroll: Laura Hernandez moved to approve the bills and payroll for April 2022. Harry Best seconded the motion. Becki Andrist reported that she had reviewed the bills and payroll for April 2022. She also reported that she had a discussion with Tracy Thompkins. Tracy recommended that the best practice for the Board in approving these transactions is to review the previous month of expenditures rather than two months previous, and that the amount of the approval should be reflected in the minutes. Laura Hernandez amended her motion to include the total for the April bills and payroll. Harry Best seconded the motion. The motion was approved unanimously.

Financial and Administration Reports: Nancy reviewed specific notes that were provided with the financial statements, focusing on any anomalies. There was a question about a tenant owing \$6000 of rent. Nancy Nash-Mendez explained that the tenant was being evicted, and the amount in arrears would likely become bad debt. She also reported that the tenant has damaged the property. She will bring further information to the Board about the estimated cost of repairs as soon as a full assessment can be

conducted. She also explained that reserves is sometimes used if the repairs are extensive. It depends on the total amount of the damage.

Executive Director's Report: Attached

Office Re-opening to the Public Post Pandemic: Nancy Nash-Mendez reported that the Board had wanted to discuss fully opening the office to the public periodically and asked for their guidance on reopening. She reported that the staff had recommended a possible month of "soft opening". Nancy Nash-Mendez reported that she continued to wear a mask in the office. The Board asked about current service, and discussed the benefits of scheduled appointments, because it provided one-on-one service to housing applicants rather than a continual stream of walk-in clients. Nancy Nash-Mendez reported that she believes all of the applications are being processed, and that people have become comfortable with making appointments. The Board suggested keeping the office operations as they exist. With a rise in COVID 19 cases across the state, it makes sense and seems like customers are actually receiving better service with more attention. The Board asked if the staff could elicit feedback from clients for future consideration.

Annual evaluation of the Executive Director: Kelly Scalf thanked the Board members for their participation in the annual evaluation of the Executive Director. She reported that this was the first evaluation that had been conducted for Nancy Nash-Mendez, after being employed by HAOC for 7 years. She emphasized the importance of continuing this on an annual basis going forward. She also suggested to the Board that evaluation provides an opportunity to set salary and benefits for the Executive Director. She reported that the current Executive Director does not participate in the agency healthcare plan, because of other coverage. Kelly Scalf suggested that it would be appropriate for the Board to consider providing a stipend in lieu of coverage. She also suggested that it would be appropriate to consider adjusting paid time off for the Executive Director, especially because it isn't a budget cost. The Board discussed the possibility of a healthcare stipend and paid time off. The Board is in favor of adjusting these benefits and asked Nancy Nash-Mendez to bring a proposal to the July meeting.

Executive Session: Harry Best moved to enter and executive session for 5 minutes with the Board and for 15 minutes with Nancy Nash-Mendez present in the session, under RCW 42.30.110.1 (g) To evaluate the performance of a public employee.

Adjournment: Motion to adjourn at was made by Harry Best, seconded by Kelly Scalf at 6.56PM . Motion carried.

Next Meeting: July 27th at 5pm.

Signed by board member: Laura Hernandez B. Date: 7-26-22

