



Housing Authority of Okanogan County

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“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, July 28, 2021

Present: Harry Best, Becki Andrist, Kelly Scalf, Anthony Gomez, Laura Hernandez

Absent: Yvonne Bussler-White.

Others Present: none

Call to Order: at 5:15 by Kelly Scalf

Public Comments: none

Chair Comments: Kelly reminded the board that there was a letter received from a tenant at one of the HAP's properties that was addressed to the board with complaints on how the management team was dealing with an ongoing discordance the tenant has with another tenant. The board's roles are fiduciary and policy, not day to day operation of the agency, said Kelly. The rest of the board discussed this matter and came to an agreement to delegate the matter back to the Executive Director and the Management team. Board chair Kelly will send a letter to the tenant acknowledging the letter and informing the tenant about the board's roles as it pertains to day-to-day operations of the agency.

Commissioners Comments: none

Approval of the Agenda:

Motion: Harry Best

Second: Laura Hernandez

Vote: Passed and carried.

Approval of Minutes of Prior Meeting: June 30, 2021.

Motion: To approve the June 30th meeting by Becki Andrist.

Second: Harry Best

Vote: Passed and carried.

FINANCIAL REPORTS:

Board Finance Committee Report: Kelly Scalf reviewed the financial reports and states that everything is in order.

June Financial Report:

Motion: To approve the June financial report was made by Laura Hernandez

Second: Becki Andrist

Vote: Passed and carried.

2020 Audit Progress Report: Nancy stated that the Housing Authority has until July to complete the 2020 Audited Financials. Audit is progressing well.

Income Statement: No major deviances from forecasted expenses for the year. TBRA expenses for May and June were not received until July. Caribou Trail Apartment rehab work is being completed. Expenses will be submitted to WCRA to request authorization to use Replacement Reserve funds for the rehab work.

Balance Sheet: Nancy went over the balance sheet explaining major changes from prior month and answering board member questions as presented.

Property Comparison Report: The property comparison allows board members to see the details of income and expenses for each property/voucher. Some properties/voucher programs are showing negative net income due to account receivables in the books that have not been received. A notice has been sent to all tenants that if they are behind in rent to apply to Community Action for assistance.

Year to date Income Statement per property: this report shows the financial health of each property and voucher program. The board requested for this report to be added to the financial report every quarter.

EXECUTIVE REPORT:

Property Management: Caribou Trail Apartment has one vacancy with a prospect to start leasing as of August 1. Iron Straw rehab will be done by the end of August. So far the insurance company has been doing a good job working with contractors to finish the rehab work. Former tenants were given notice that they can return to their unit by Sept 1 or remain in their current place. Twisp Gardens Apartments has no vacancy. Pateros Gardens has one vacancy, with a prospect to start leasing as of August 1. Vista Park has one vacancy with a qualified applicant waiting for compliance approval. Pine Meadows, no vacancy.

Human Resources: The Bilingual Housing Navigator position has been filled with a professional experienced in case management and translation work. On boarding is going well with plans of online training opportunities in the upcoming months. General Property Manager is focusing on rent arrears and sending out notices to tenants with arrears. Onboard is slow, but it is going well. This is a new position with many moving parts. Providing the right training to the staff has been the Executive Director's focus.

Development Updates: Meadowlark Senior Housing is about 47% complete. Roofing is being installed this week. Bi monthly meetings with architect and general contractor are ongoing. There is roughly over one hundred thousand dollars in budget deficit for this project due to unforeseen costs of retaining wall, PUD three-phased connection, (needed for the elevator) and overall increase of materials costs due to Covid_19. Nancy's focus is to identify additional funding, which is very hard to find at this point, but the quest continues. Meadow Point is roughly 67% completed with less than 70 days of construction remaining. Applications for tenancy are coming in strong more qualifying applicants than units being built. United Marketing is doing a great job with the application process.

Acquisition Updates: USDA Rural Development is still processing our application. The current PSA has a closing date of August, 17, 2021 which will not be met. Nancy is to contact owner to request an extension of the current PSA for closing.

OLD BUSINESS:

Board orientation: Kelly presented the second part of the "Public Meetings Act". The training covered Executive Sessions - RCW 42.30.110(1)(a)-(o). A copy of the power point presentation will be kept in the board's private tab on the website.

Re-opening of the agency to the general public: to protect the health and safety of our staff and the public against Covid_19, the agency remains closed to the public. Staff continues to work from the office to provide services to our clients and to keep meeting the goals and the mission of the agency. Clients are welcome to come in for case management with an appointment with the staff. This practice is working very well for all concerned reported Nancy. As the Executive Director she asked the board for guidance on how and when the agency should be fully opened back to the public. Board members expressed their concerns considering the significant number of new Covid_19 cases in recent weeks in the county. Beeki Andrist mentioned that her businesses are still operating the same way as the HAOC is operating. After an in-depth discussion the board entertained the motion to postpone the full reopening of the office to the public until at least December of this year. The board will discuss this topic at their December meeting for further guidance.



Motion: a motion to postpone the full reopening of the office to the public until at least December, 2021. The board discuss this topic at the December board meeting for further guidance.

Second: Harry Best.

Vote: Passed and carried.

When to re-assume in-person board meetings: discussion on the safety to conduct in-person board meetings due to concerns of ongoing Covid_19 cases in the county and the limited open space for meetings the agency has in the lobby was discussed. Anthony Gomez stated that we should be consistent with our practices. If it is not safe to fully open the office to the public, then it is not safe for board members to meet in-person either, he stated. All board members supported the idea of continuing to meet via zoom. Zoom links are posted on the website and on the door of our offices to notify the public. We consistently have had members of the public attending our meeting during the pandemic.

Motion: to post-pone in-person board meetings by Becki Andrist

Second: Anthony Gomez

Vote: Passed and Carried.

Meeting was adjourned by board chair, Kelly Scalf at 6:21

Next Meeting: 8/25/21 at 5:15 pm via ZOOM



Board Member

Date



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