



Housing Authority of Okanogan County

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, August 31, 2022

Present: Becki Andrist, Dr. Brendan Smith, Anthony Gomes, Nancy Nash, Lois Hale (scribe), Serena Homan (staff member)

Absent: Kelly Scalf, Laura Hernandez, Harry Best

Call to Order: 5:37 PM by Becki Andrist

Approval of Consent Agenda and Prior Meeting Minutes:

MOTION to approve the consent agenda and minutes from the prior meeting was made by Dr. Smith, seconded by Anthony Gomes. Motion carried.

NEW BUSINESS:

Board Training: Housing Choice Vouchers leasing process was described by Serena. Becki asked what happens if an applicant is unable to find housing. After 120 days, they have to reapply to the wait list. The annual recertification process occurs 90 to 120 days prior to renewal of the lease, the tenant has to resupply all financial information. New health and safety inspections are done at 10 months. The inspection involves housing quality standards, i.e.: appliances work, plumbing has no leaks, smoke alarms work, carbon monoxide alarm in place, handrails, no infestations, etc. If the unit fails, a list of needed repairs is given to the landlord. Landlord can choose to rent outside the program if they don't want to make the repairs.

Discussion regarding process to adopt the Housing Choice Voucher Administrative Plan update:

The board decided that a hybrid meeting will be scheduled for the September 28, 2022 to facilitate the participation of board members and the public for the public hearing to receive comments on the proposed updates of the Section 8 Administrative Plan. Dr. Smith, the Executive Director and staff members will be present at the agency's main office. A zoom link will be provided on the website and it will be announced to the public for those wishing to attend the public hearing and the meeting online.

Reinstatement of late fees for non-payment of rent:

MOTION reinstate late fees for nonpayment of rent was made by Anthony Gomes, second by Dr. Smith. Motion carried.

Discussion: Nancy explained that this is part of the administrative plan for each of the properties. During COVID, late payments were waived. HAOC charges \$5.00 for first day and \$1.00 for each day thereafter. This allows the staff to send a late fee notice to tenants. A letter will be sent to all tenants that late fees will go into effect Oct 1, 2022.



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Resolution 2022-08 for adaptation of agency's Credit Card use Policy:

MOTION to approve Resolution 2022-08 agency credit card use policy was made by Dr. Smith, seconded by Anthony Gomes. Motion carried.

Discussion: Making purchases online saves staff time but higher limits for credit card use are needed to facilitate these purchases.

OLD BUSINESS:

FINANCIAL REPORTS:

Approval of Bills, Payroll, and Communications by Becki Andrist: Becki did not have time to review backup documentation. July financials: everything looked good. No questions or concerns.

MOTION to approve July Bills, Payroll, and Communications was made by Anthony Gomes, seconded by Dr. Smith. Motion carried.

Financial Report by Nancy Nash: Updated financial statements were sent electronically to board members. Cariboo Trails still has a deficit of \$18,000 due to unit vacancies and eviction of one tenant. General fund is looking better. \$54,000 in administrative developer fees was received. Voucher programs are looking good. Overall, Nancy is happy with the financial state of the agency.

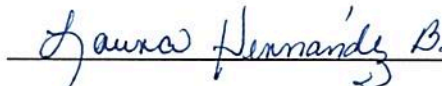
Dr. Smith asked about the July 1st rent increases. Cariboo Trails, there were no vacancies until now there are 3 and new rent schedule will be put into effect with new tenants. Other tenants will get an increase at the time of their lease renewal.

Administrative Report by Nancy Nash: Property Report lists vacancy at each property. Meadowlark has one vacancy. Evictions: one potential at Twisp Gardens and one at Cariboo Trails. Vouchers report: Significant amounts of dollars going out into the community as rent. Five more HCV vouchers have been received. There are still some Mainstream vouchers to lease. TBRA funds can also be used for rent deposits and PUD deposits. Staff request: a public computer be provided in the lobby for the public to do housing searches. Board members responded that it is a completely reasonable request. Nancy is participating in county Homeless Coalition. Housing Navigator is very effective. Staff: one staff member is dropping to 20 hours a week; agency will try this staffing level for a while before asking to add another part-time position. Nancy is requesting a strategic planning meeting for the board (3 or 4 hours) in late January or February. Is a professional facilitator needed? Becki suggested after the first of the year would be best.

Anticipate transfer of Meadow Point construction loan to permanent loan in October.

Next Meeting: September 28 at 5 pm. This meeting will be hybrid in-person and Zoom to facilitate the public hearing, for the Housing Choice Vouchers (Section 8) administrative plan update.

Motion to adjourn at 6:31 PM by Dr. Smith, second by Anthony Gomez.

 Board Member



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