



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, September 22, 2021

Present: Kelly Scalf, Harry Best, Yvonne Bussler-White, Becki Andrist, Anthony Gomes, Nancy Nash (Executive Director), Lois Hale (Scribe)

Absent: Laura Hernandez,

Comments: Nancy reported that staff is working from home after exposure to COVID. Yvonne asked to be on the committee to complete Nancy's evaluation. Harry stated Nancy should get an A+ for the work she has done. Kelly and Yvonne will put together a format for each of the board members to contribute to Nancy's evaluation.

Call to Order: 5:17 by Kelly Scalf

Approval of Agenda and Prior Meeting Minutes:

Motion to approve the agenda and prior meeting minutes was made by Yvonne Bussler-White, 2nd by Harry Best; motion carried.

FINANCIAL REPORTS (copies sent in board packets):

Board Finance Committee Report: Ron was going to come as a community volunteer to review the financials but was not able to do so due the COVID exposure. July and August will be reported at next month's meeting.

July Financial Report: Income statement showed fairly strong month with \$114,000 net income YTD. Kelly asked if the hot months of June and July made higher utility expense for that period; Nancy will research. Because of COVID, unit repairs are limited with a decrease in that expense. Balance Sheet shows a healthy operating fund. Next month, Nancy plans to look at the 2022 budget in general.

Motion to approve the July Financial Report was made by Harry Best, 2nd by Becki Andrist; motion carried.

Banking accounts used by HAOC explanation: Wells Fargo is the location for main checking, small checking, reserves, and a security deposit account. Security Deposit account is kept separate and entered in the tenant's ledgers. How the security deposit fund is used is regulated by the Landlord/tenant law. Security deposits cannot be used for rent. Twisp Gardens and Pine Meadows have separate accounts in North Cascade Bank.

EXECUTIVE REPORT (copies sent in board packets):

Property Management: Meadow Points is schedule to have the first two buildings ready for occupancy by mid-October. Cabinets have not been delivered. Hoping to deliver on the 27th and crews will be available to install asap. Tenants cannot move in until cabinets are installed. Meadow Lark is going well. Elmwood and PeachTree: Rural Development has assigned case worker for processing application; Nancy expects a December 2nd deadline. Pateros Gardens is waiting for contractors to do painting and exterior wiring. Iron Straw tenants are back in units, which look almost brand new. Waiting for final reimbursement payments from insurance. There is a \$2500 deductible.



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Voucher Management: Program is struggling due to a lack of housing in the community; same issue across the nation. Nancy would like to develop an advertisement for the community in an effort to attract landlords to work with the Housing Authority.

Occupancy: One vacancy at Vista Park. Getting needed documents such as a Social Security award letter is taking a long time because government staff is working from home.

Rent Arrears: Okanogan County now has a landlord mitigation system. Prior to COVID month, notices would be sent out to tenants if they did not pay their rent. During the eviction moratorium landlords were not able to send out pay or vacate notices. They are working on a form that will comply with all new regulations. There is roughly \$8,000 in arrears over multiple households, some of which did not lose their income due to COVID but have not been paying rent.

Human Resources: Property Management Manager has submitted resignation and job description will be revised and reposted.

Development Update: Nancy met with the development team and the ORFH team to discuss purchase of the property. An MOU is being drafted with Methow Housing Trust team and ORFH team. A special board meeting may be needed to vote on the MOU.

OLD BUSINESS:

Grand Opening of Meadow Point: Nancy is looking for ideas from the group. Kelly suggested an open house format to spread out visitors. Masks should be required. Nancy envisions a small ribbon-cutting ceremony and include 7th District representatives who helped move the project forward.

NEW BUSINESS:

Amendment of Personnel Policy, Benefits Section: Currently policy states that full time staff are employed 40 hours per week, part-time less than 40 hours per week. Nancy is suggesting using a 32-hour week as a threshold for full time, but employees would not get paid more than hours worked. This would allow employees flexibility for personal business without having to use sick leave. Becki asked if vacation, holidays, etc., would be prorated based on hours worked. Yvonne suggested adding a reference to paid holidays to the document. No additional benefit for overtime hours. Nancy commented that it is hard to hire and retain people without knowing what are they looking for, more money or more vacation hours? There is a "use it or lose it" over 240 hours. Employees cannot cash out extra leave as a rule. Some employers offer one extra day of leave each year after 10 years and two extra days after 20 years. Nancy suggested a subcommittee to work on changes. Kelly asked if it would be helpful to have someone from CLA giving input. Kelly and Yvonne offered to be on the committee and bring revisions back to the board in October.

Motion to approve the amendment to Personnel Policy was made by Becki Andrist, 2nd by Harry Best. Motion failed.

Motion to table the amendment to the Personnel Policy, appoint a committee to make revisions, and bring back to October meeting was made by Becki Andrist, 2nd by Yvonne Bussler-White. Motion carried.

Results of salary survey for small housing authorities report and proposal of the adoption of a salary matrix for the agency: Kelly shared salary range from Wenatchee Salary Survey of a variety of housing authorities and non-profit agencies of similar size. The agency needs to be moving forward toward parity and rates need to be sustainable. Three employees have been lost since march 2020,



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mostly due to low wages. The employment market is being impacted by COVID, retirement, sign-on bonuses, etc. Yvonne looked at other data from the state for various positions; some had lower amounts, some pretty consistent, and some were higher. Nancy stated that not all housing authorities have Section 8 management. Anthony questioned sustainability and would like to see data from finance. Kelly stated that cost-of-living adjustments have not been included in this information. Kelly would like to see some projection in that area. Becki suggested that the proposal be shown in annual increments with budget impact along with projected income without development fees.

Adjournment: At 7:25 pm by Kelly Scalf.

Next Meeting: Wednesday, October 27, 2021 @5:15.

Board Member: _____

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



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