



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, December 1, 2021**

Present: Kelly Scalf, Becki Andrist, Laura Hernandez, Anthony Gomez, Lois Hale (Scribe), Sarah Blinsky (CLA), Nancy Nash (Ex. Dir.), Sarah Croskey (CLA)

Absent: Harry Best

Call to Order: by Kelly Scalf, Board President, at 5:30 pm.

Comments: None

Approval of Consent Agenda and Minutes of Prior Meeting: MOTION to approve the consent agenda and minutes from prior meeting was made by Becki Andrist, second by Anthony Gomez. Vote: unanimously approved.

OLD BUSINESS:

Five-year Budget: Nancy has presented the board a request for a salary increase for staff members based on salary surveys gathered from similar size Housing Authorities. The report shows that agency's staff and compensated way below the ongoing market rate. While the agency can not match the labor market rate, it is important for the agency to compensate staff at a higher rate to foster retention and recruit new staff in the future. In past board meetings the board asked the agency's fee accountant to provide a 5 year budget forecast to ensure that increases can be supported by revenues. Results of the financial report shows that such increases can be supported. Nancy is asking for a 10% increase of staff salaries for 2022 to bring employee salaries closer to market rate, stated Kelly Scalf, board chair. COLA increase will be in addition and is a board decision. Anthony expressed concern about future increases and the ability to maintain funding. Becki responded that the board has the power to say no if funding it not available. Labor market is very tight now, organizations are poaching staff, and it is difficult to replace staff that leave. Three staff members have left the organization in the past year. Kelly expressed her appreciation of the board's input in the decision-making process.

MOTION: to make a 15% salary increase for 2022 for all staff was made by Becki Andrist, seconded by Kelly. Vote: unanimously approved. Kelly asked that Nancy include the board's appreciation to the staff when notified of the increase.

Kelly asked about depreciation expenses, which are not part of cash flow, but make the cash flow work in a positive way. Sarah Blinsky stated that the auditors are understanding that depreciation is a significant part of the housing authority budget.

Personnel Policy Committee Report: Tabled. Kelly asked Laura to be part of Nancy's evaluation.

Rent Arrears Update: Nancy reported that current arrears total \$7,800 for apartments currently owned and managed by the Housing Authority. HA has worked with Dispute Resolution staff to assure that the letters being sent are appropriate. A first letter has been sent, suggesting tenants in arrears connect with Community Action or Room One to determine if they qualify for COVID relief funding. Second letter states that if you do not qualify for Community Action or Room One CARES funding, an installment plan with the housing authority can be developed. Response will be required by December 15th. Third letter will be starting the eviction process. There are 4 apartments at Cariboo Trails, 1 at Iron Straw, 6 at Twisp Gardens. Some

families are currently working on a plan to make installment payments. Nancy thinks at Cariboo Trails, at least one tenant will be evicted for noncompliance. At Twisp Gardens maybe 2 tenants would have a hard time getting assistance with the CARES fund. Iron Straw has 1 tenant in arrears who was not impacted by COVID. Pine Meadows has one tenant who is noncompliant and the HA is working with NW Justice Project to mitigate issues there.

2020 Audit Update: 2020 audit was published in the HUD website today. Auditor will be at next month's meeting to report on results. 2021 audit will start in January.

FINANCIAL REPORTS:

September Financial Report: Nancy submitted report in board packet. Cash Flow Statement was included. CLA could be asked to provide board training at the February meeting if the board would like. Kelly requested the training in February.

Board Finance Committee Report: Kelly and Becki were not able to review the financials. Kelly is available on Friday to meet with Sarah and Becki.

NEW BUSINESS:

Approval of Resolution 2021-08 (continuation of the 2021 budget):

MOTION to approve Resolution 2021-08 as written was made by Becki Andrist, seconded by Laura Hernandez. Vote: Unanimously in favor.

Approval of Resolution 2021-09 (authorize Ex. Director to apply for Phase 2 Pateros Garden renovation funding):

MOTION was made by Becki Andrist to approve Resolution 2021-09 as written, seconded by Laura Hernandez. Vote: Unanimously in favor.

Authorization of a board member as a signer of the RD property transfer closing documents: Any board member can fill this position. Name has to be in the minutes and submitted to them. The Executive Director, Nancy Nash-Mendez will not be able to sign closing documents while she is out of the country. She will review all documents and approve the board member's signing. Becki Andrist is willing to do this but she does not have a notary at her office. Housing Authority has a notary.

MOTION: to approve Becki Andrist to sign Rural Development documents for purchase made by Laura Hernandez, seconded by Anthony Gomez. Vote: Unanimously approved.


Seller sent one last final extension for the Purchase and Sell Agreement for the closing process.

Voucher program Update: As per HUD guidelines, the agency is required to go back to doing housing inspections starting December 2021. Precautions against COVID will be taken to protect staff.

Adjournment:

MOTION to adjourn was made at 6:45 by Becki Andrist, second Laura Hernandez. Vote: Unanimously approved.

Next Meeting: January 26, 2021 - Special meeting in which board establishes time and date of meetings for 2022 as well as election of officers. Nancy recommended continuation of Zoom meetings.

 Board Member

