



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, April 26, 2023

Present: Dr. Brendan Smith, Becki Andrist (Chair), Rita Kessell, Jimmy Relaford, Nancy Nash (Executive Director), Anthony Gomez, and Lois Hale (Scribe)

Absent: Laura Hernandez (Vice Chair)

Call to Order: at 5:16 by Becki Andrist

Public, Chair, or Commissioner Comments/Correspondence: None.

Approval of Consent Agenda and Prior Meeting Minutes:

MOTION: to approve the Consent Agenda and prior minutes was made by Rita Kessell, seconded by Jimmy Relaford. No discussion or comments.

VOTE: Motion carried.

FINANCIAL REPORTS:

Approval of Bills, Payroll, and Communications: All documents have been reviewed and approved by Becki Andrist.

MOTION to approve Bills, Payroll, and Communications from last month was made by Jimmy Relaford, seconded by Dr. Smith. No discussion or comments.

VOTE: Motion carried.

Finance Report for Income and Expenses: Sent via email prior to the meeting.

Jimmy asked about the small payments on the reports. Nancy explained that this is usually due to indirect costs which are shared between the units.

Quarterly income statement: Vacancies are due to rehab of meth contaminated units. HAOC is starting to charge late fee charges. \$13,000 was spent for snow removal. There will be a little more in Contract Expenses for contractors hired to work on rehab projects. Cost of insurance increases as more units are brought into the organization and the increase of insurance in the HARRP pool. Becki asked if we have additional account insurance on the larger bank accounts. Nancy will follow up on that.

Nancy asked other entities about investments. She was advised to stay put until there is more liquidity (over \$2M). Becki asked about short-term CDs which are running 5% right now. Nancy said monthly expenses x 3 months should be kept liquid. HUD money has specific requirements. Nancy would like to have a subcommittee help with research. Becki volunteered to help.

Org Chart Discussion: Maintenance Technician was recently hired. Current property managers are hired when new properties are purchased to provide continuity to tenants.

NEW BUSINESS:

Funding for Rehab on Elmwood and Peachtree: Nancy discussed rehab which needs to be finished within 5 years of purchased (last year). There are rumors that Rural Development will be offering



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financing for older units to be rehabbed. May need to call a special board meeting to contract or apply for grants. No specific info at this time. HAOC has budgeted in the past to rehab when unit is empty; exterior rehab can happen at any time. Nancy sent info of bills that passed in this legislative session to board members; Nancy will be watching for funding opportunities.

CLA Accounting Contract Discussion: Last months' discussion about moving from CLA to in-house accounting. The fees are being charged by CLA equate to a full-time-plus staff person. They are even charging for "communications". They are doing less but charging more. Nancy has discussed transition with Tracy and would like to see the CLA contract stay in place for a month or two. Tracy will be helpful in training an in-house accountant. Keep payroll with CLA until another payroll company is found. Year-end compilation to stay with CLA. Using a payroll company which is being used by other housing authorities is the best option. Rita asked if there is office space available and if workplace flexibility would be an option.

MOTION: To open an in-house Fiscal Manager (accountant) position was made by Dr. Smith, seconded by Anthony Gomez.

VOTE: Motion carried.

Pine Meadows Sr. Housing Property Management Contract: Nancy provided background on the situation. There are other agencies that concentrate on this type of property and can manage it more efficiently than HAOC can do. HAOC is absorbing costs that are not reimbursed by HUD. United Marketing is willing to take over management of the property. HOAC will always have a seat on the Pine Meadows board of directors.

MOTION: To rescind the property management contract and allow Pine Meadows to move on to another management company was made by Jimmy Relaford, seconded by Dr. Smith.

VOTE: Motion carried.

Fraud Security Plan for Bank Accounts:

MOTION to approve fraud security plan for bank accounts was made by Rita, seconded by Jimmy. **Discussion:** Pine Meadows had a fraud experience. There was a phone call from Wells Fargo that another fraud attempt was made. A second attempt was made the next day and a fraud security plan was recommended by Wells Fargo. They offered a trial program for that bank account. Nancy has asked for a monthly cost. Approval from the board to allow work on the packet is needed. Becki asked how the account information is getting out. Rita asked about using direct deposits for tenant checks such as utility allowance payments. Nancy said that it is her understanding that you have to actually give the tenant a check for utility reimbursement.

MOTION: To pursue a fraud security plan was made Rita and seconded by Jimmy.

VOTE: Motion carried.

Board Summary Packet Submittal for Security Concerns: Nancy is looking for options that do not involve unsecured electronic transmittal of board documents. Becki stated that there are a couple of options for secured email. Dr. Smith stated that they use a system called Firtu. Anthony stated that their system encrypts files that contain personal information.



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New Board Training Recap from Participants: Rita and Jimmy gave feedback on their new board member training. Dr. Smith appreciated the foundation of knowledge, context, language, etc.

Adjournment: Meeting adjourned at 6:56 pm.

MOTION: to adjourn was made by Rita Relaford, seconded by Anthony Gomez.

VOTE: Motion carried.

Next Meeting: May 24, 2023 at 5:15 pm.

Saura Hernandez B. Board member



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