

**HOUSING AUTHORITY OF LINCOLN COUNTY
BOARD OF COMMISSIONERS AGENDA
June 13, 2026 @ noon**

Oceanspray Family Center in Newport, Oregon

CALL TO ORDER – Chair James Bassingthwaite

PREVIOUS BOARD MINUTES – Chair James Bassingthwaite

Action Item: Minutes from May 19, 2026, meeting (Pg 2)

FINANCIAL REPORT – Executive Director Karen Rockwell

Accounts Payable Report: May 2026 (Pg 4)

EXECUTIVE DIRECTOR REPORT – Executive Director Karen Rockwell (Pg 14)

Organizational Chart (Pg 15)

Employee Handbook Summary of Changes (Pg 16)

ASSET & DEVELOPMENT REPORT – Asset & Development Manager Dan Butler (Pg 18)

HOUSING PROGRAMS – Deputy Director Robyn Cole

Agency Waiting List/Occupancy Report (Pg 19)

OLD BUSINESS – Chair James Bassingthwaite

Action Item: Resolution No. 1152 Approve and Adopt the Updated Employee Handbook (Pg 21)

NEW BUSINESS – Chair James Bassingthwaite

NEXT MEETING: Scheduled for July 21, 2026, at noon at the Oceanspray Family Center

NOTE: The public is invited to freely attend board meetings, but may not address the Board, or speak until the Chair recognizes the public for any questions. Please do not speak at or whisper during the meeting until called upon. Minutes of Board meetings are available for review upon request.

RESOLUTION NO. 1152

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF LINCOLN COUNTY
APPROVING AND ADOPTING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS, the Housing Authority of Lincoln County (“HALC”) maintains an Employee Handbook to establish personnel policies, workplace expectations, employee benefits, standards of conduct, and other employment-related guidance applicable to HALC employees; and

WHEREAS, HALC has completed a review and update of the Employee Handbook to ensure that the handbook reflects current HALC policies, operational practices, legal requirements, and employment standards; and

WHEREAS, the Board of Commissioners has reviewed the updated Employee Handbook and finds that adoption of the updated handbook is in the best interest of HALC and its employees; and

WHEREAS, the Board of Commissioners desires to formally approve and adopt the updated Employee Handbook and authorize its implementation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Lincoln County that the updated HALC Employee Handbook is hereby approved and adopted, effective June 16, 2026.

BE IT FURTHER RESOLVED that the Executive Director, or designee, is authorized to distribute the updated Employee Handbook to HALC employees, obtain employee acknowledgments as appropriate, and take all actions necessary to implement the updated handbook.

DATED this 16 day of June, 2026.

HOUSING AUTHORITY OF LINCOLN COUNTY

James Bassingthwaite, Chair

Karen Rockwell, Executive Director/Secretary