

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF LINCOLN COUNTY
MINUTES**

August 19, 2025

The Board of Commissioners of the Housing Authority of Lincoln County met for its regular session in the conference room of the Oceanspray Family Center, Housing Authority of Lincoln County, 1039 NW Nye Street, Newport. The meeting was called to order at 12:00 p.m. by Chair Bassingthwaite. Upon roll call, the following were present:

Present: James Bassingthwaite, Chair
 Judy Casper, Commissioner
 Larry Henson, Commissioner
 Shannon Montgomery, Commissioner
 Karen Rockwell, Executive Director/Secretary (ex officio)
 Robyn Cole, Deputy Director

Chair Bassingthwaite initiated a review of the minutes from the June 16, 2025, HALC Board meeting. Commissioner Casper moved to approve the minutes, and Commissioner Henson seconded the motion. The motion passed. There were no minutes from July to review, as the July Board meeting was cancelled.

Chair Bassingthwaite then invited Executive Director Karen Rockwell to present the fiscal year end 2024 audit as prepared by CliftonLarsonAllen.

Rockwell went on to present the June and July accounts payable report. After reviewing and discussing the report, Commissioner Henson moved to accept it, with Commissioner Montgomery seconding the motion. The motion passed.

HALC has engaged the services of the Harshwal & Co. CPA firm and is currently undergoing an internal audit prior to Harshwal taking on the day-to-day financial activities.

Bassingthwaite also acknowledged having received a copy of the final report for the Wecoma audit for fiscal year end 2024. If the commissioners are interested in receiving a copy of this report they can reach out to Rockwell.

Executive Director Rockwell verbally presented her Executive Director's report. Lighthouse Village Apartments in Lincoln City has officially begun work, with the construction financing having closed in August. The Board opted to not have a groundbreaking ceremony and will focus on a ribbon cutting event when it opens.

HALC has secured an Oregon Housing & Community Services Capacity Building grant that will be \$150,000 over two years. The funds will be used for helping different departments with technical projects including developing a revised employee manual, implementing an inventory system for the maintenance shops, and reviewing our housing portfolio for possible financing conversion.

HALC has again been appointed as the pass-through entity for state shelter operations funding and will be working with our local partners to administer funding.

Rockwell also introduced a staff proposal to amend the overtime policy and bring it into alignment with what is possible to record in the webtime payroll system.

Deputy Director Cole presented the agency's waiting list and occupancy report, which was discussed by the Board.

During the discussion of old business, Commissioner Casper asked if Rockwell had received the 2025 Point-In-Time (PIT) data from the Rural Oregon Continuum of Care. Rockwell has just received the information and will forward it to the commissioners and include it in the next meeting.

Chair Bassingthwaite then transitioned to new business.

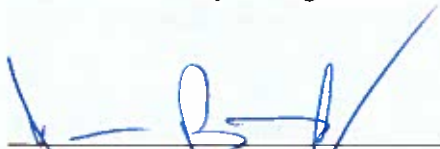
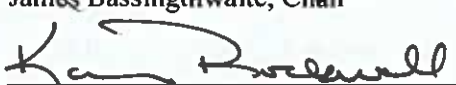
Commissioner Henson made a motion to accept the audit report for fiscal year ending 2024 prepared by CliftonLarsenAllen CPA. Commissioner Montgomery seconded the motion. Motion carried.

Commissioner Montgomery made a motion to approve the adjustment to the overtime policy for HALC employees. The motion was seconded by Commissioner Casper. Motion carried.

Chair Bassingthwaite announced that the annual review for the Executive Director will begin in September and briefly gave an overview of how the process went the previous year. The Commissioners were in alignment with the process.

The meeting adjourned.

Dated this 19th day of August 2025.


James Bassingthwaite, Chair
Karen Rockwell, Executive Director – Secretary/Recorder