

**HOUSING AUTHORITY OF LINCOLN COUNTY
BOARD OF COMMISSIONERS AGENDA
August 19, 2025 @ noon**

Oceanspray Family Center in Newport, Oregon

CALL TO ORDER – Chair James Bassingthwaite

PREVIOUS BOARD MINUTES – Chair James Bassingthwaite

Action Item: Minutes from June 16, 2025 meeting (attached)

Note: The July 15, 2025 meeting was cancelled. No minutes.

FINANCIAL REPORT – Executive Director Karen Rockwell

Audit Presentation FYE 2024 (handout)

Accounts Payable Report (for the months of June and July) (handout)

Harshwal & Co. CPA Firm Engaged

EXECUTIVE DIRECTOR UPDATE – Executive Director Karen Rockwell

Lighthouse Village Groundbreaking

Oregon Housing & Community Services Capacity Building Grant Secured

State of Oregon Passthrough Funding for Shelter Operations Awarded

Overtime Policy Adjustments Requested

HOUSING PROGRAMS – Deputy Director Robyn Cole

Agency Waiting List/Occupancy Report (attached)

OLD BUSINESS – Chair James Bassingthwaite

NEW BUSINESS – Chair James Bassingthwaite

Action Item: Accept the audit report for fiscal year ending 2024 prepared by CliftonLarsenAllen CPA.

Action Item: Approve the adjustment to the overtime policy for HALC employees.

NEXT MEETING: Scheduled for September 16, 2025 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.

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

June 16, 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
 Karen Rockwell, Executive Director/Secretary (ex officio)
 Kyla Bibeau, Executive Assistant
 Dan Butler, Asset & Development Manager

Chair Bassingthwaite initiated a review of the minutes from the April 15, 2025, HALC Board meeting. Commissioner Casper moved to approve the minutes, and Chair Bassingthwaite seconded the motion. The motion passed. There were no minutes from May to review, as the May Board meeting was cancelled.

Chair Bassingthwaite then invited Executive Director Karen Rockwell to present the May accounts payable report. After reviewing and discussing the report, Commissioner Casper moved to accept it, with Commissioner Henson seconding the motion. The motion passed.

Executive Director Rockwell verbally presented her written Executive Director's report, as submitted on page 9 of the distributed board packets. During her presentation, Rockwell informed the Board about the recent one-year warranty inspection at Wecoma Place Apartments. Chair Bassingthwaite inquired about the total costs incurred at Wecoma during its first operational year. Rockwell stated that she would bring this information to the Board at their next regular meeting.

During the presentation of Property & Development updates, Dan Butler added information regarding upcoming capital improvement needs at various HALC-owned properties, as well as an update on the Oregon Consolidated Application (ORCA) with OHCS for the Coastal Inn project. Butler is exploring a few options, but noted that there are some barriers to securing funding this fiscal year.

Rockwell had included links to media coverage of the Depoe Bay Townhomes groundbreaking. Some of the coverage questioned the cost of the project. Rockwell stated that she would contact the press to provide corrections and clarify the project's cost, and would also respond to statements made by Senator Anderson expressing concern about the development's high cost.

Rockwell 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 explained that she had not yet received the final numbers but would investigate and see if the data was available.

Chair Bassingthwaite then transitioned to new business. Rockwell introduced Resolution #1144, authorizing the Executive Director to enter into a Local Innovation and Fast Track (LIFT) agreement with OHCS for the Lighthouse Village Apartments in Lincoln City. Commissioner Henson moved to approve Resolution #1144 as presented, and Commissioner Casper seconded. The motion passed.

Next, Chair Bassingthwaite initiated the annual election of officers for the HALC Board of Commissioners. The Board discussed reappointing the current officers, effectively retaining James Bassingthwaite as Board Chair and Niesa Chastain as Vice Chair. Commissioner Henson moved to approve the reappointment of officers, and Commissioner Casper seconded. The motion passed.

Finally, present Board members were provided with the annual Conflict of Interest form. The meeting was adjourned at 1:40 p.m.

Dated this 17th day of June 2025.

James Bassingthwaite, Chair

Karen Rockwell, Executive Director – Secretary/Recorder

Housing Authority of Lincoln County
Waiting List & Occupancy Report
as of 08/18/2025

VOUCHER PROGRAMS

Type of Voucher	Allocated*	# In Use	# Searching
HCV (Section 8)	489	497	20
EHV (Emergency).....	17	16	1
FYI (Foster Youth).....	0	0	0
MS (Mainstream)	30	21	1
PBV (Project Based)	8	6	1
TP (Tenant Protection)	19	8	2
VASH (Veteran)	15	12	0
	578	560	25

**Projected lease up
at month end: 565**

Voucher Waiting List: 743

***EHV vouchers are no longer being issued or re-issued after tenants move or go off the program**

**Number allocated does not need to match #in use+# searching. Not all that are issued vouchers (i.e. searching) find housing, so more vouchers are issued than we are allocated for in order to reach our utilization goals issued by HUD.*

***PBV are included in Wecoma Place and will be applied for the Depoe Bay Townhomes and Lighthouse Village Project.*

OWNED UNITS

		Waiting List**				Total			
	Total Units	1 Bed	2 Bed	3 Bed	4 Bed		Currently Vacant	Pending Vacancy	Ready to Lease
Public Housing	99	446	129	59	2				
Coast & High (Newport)	4						0	0	0
Collins & Cook (Depoe Bay)	6						1	0	0
Gladys (Newport)	4						0	0	0
Fircrest (Toledo)	30						0	0	1
Oceanspray (Newport)	30						1	0	0
Oceanspray II (Newport)	25						1	0	0
Other Properties									
Agate Heights (Newport)	44	593	155	124			1	0	1
Fisterra Gardens (Yachats)	25	314	4				0	0	1
Mariner Heights (Newport)	16	411					0	0	0
Salmon Run (Newport)	40		214	60			1	2	0
Vandehaven (Waldport)	18	236					0	0	0
Wecoma (LIHTC)	36	96	16				0	0	1
Wecoma (PBV)	8	110					1	1	0
	286	2206	518	243	2	2969	6	3	4

Housing Authority Overtime Policy

Purpose: To establish fair and consistent guidelines for overtime work and compensation for all Housing Authority staff, including administrative, professional, and maintenance employees.

Policy Statement: It is the policy of the Housing Authority to comply with the Fair Labor Standards Act (FLSA) and applicable state laws regarding overtime compensation. Overtime is permitted only when necessary to meet the needs of the Authority and must be pre-approved by a supervisor.

Scope: This policy applies to all Housing Authority employees, including full-time, part-time, temporary, and maintenance staff.

Definitions

- Non-Exempt Employees: Employees eligible for overtime pay under the FLSA.
- Exempt Employees: Employees classified as exempt from overtime under the FLSA (e.g., executive, administrative, professional). Exempt staff are not eligible for overtime but may receive flexible scheduling when workload requires extended hours.
- Overtime: Hours worked in excess of 40 hours per workweek (or as defined by state law).

Guidelines

1. Authorization
 - Overtime must be pre-approved by a supervisor.
 - Emergency overtime (e.g., urgent maintenance, safety issues) must be reported to the supervisor as soon as possible.
2. Workweek Definition
 - The Housing Authority's workweek runs from Monday through Friday.
3. Compensation
 - Non-Exempt Employees: Paid at 1.5 times their regular hourly rate for hours worked beyond 40 in a workweek.
 - Exempt Employees: Not eligible for overtime pay. Supervisors may allow flexible scheduling to balance workload.
4. Recording Time
 - All employees must accurately record hours worked in timekeeping system.
 - Unauthorized overtime worked will still be paid (per FLSA), but employees may be subject to corrective action for failure to obtain approval.
5. Maintenance and On-Call Staff
 - Maintenance employees required to respond to after-hours calls will be compensated for the actual time worked at the applicable overtime rate.
6. Holidays and Leave
 - Paid leave (vacation, sick, holiday) does not count as "hours worked" when calculating overtime.

Enforcement: Supervisors are responsible for monitoring employee schedules and ensuring compliance. Violations of this policy may result in corrective action.