

**THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF LINCOLN COUNTY
DRAFT MINUTES January 17, 2023**

The Board of Commissioners of the Housing Authority of Lincoln County met for its regular session at the Conference Room, Oceanspray Family Center, Housing Authority of Lincoln County, 1039 NW Nye Street, Newport. The meeting was called to order at 12:02 pm by Chair Bassingthwaite. Upon roll call the following were:

Present: James Bassingthwaite, Chair
Larry Henson, Commissioner
Shannon Montgomery, Commissioner
Mitch Parsons, Commissioner
Karen Rockwell, Incoming Executive Director/Secretary (ex-officio)

Absent: Niesa Chastain, Vice-Chair

Chair Bassingthwaite called the meeting to order with the review of the minutes from the last meeting.

Commissioner Henson made motion to approve the minutes. Second to the motion was made by Commissioner Montgomery. Motion carried.

Financial Report

The Board reviewed the November 2022 and December 2022 payment listing for all operating accounts and the Financial statements for the period ending November 30, 2022. The Board reviewed the budget for the 2023 fiscal year. Commissioner Montgomery made motion to approve the financial report, including the 2023 operating budget. Commissioner Henson seconded the motion. Motion carried.

Agency Waiting List/Occupancy Report

The vacancy, unit turnover and waiting list reports were distributed and reviewed.

Executive Director Update

The **Homeless Advisory Board** has had its first strategic planning meeting in Lincoln City. Rockwell will be forwarding the minutes from those meetings to the HALC Board Commissioners so they can remain informed on the progress. The agreement to stand up the office of homelessness is being finalized this week between Lincoln County and HALC.

The newly elected **Governor's housing transition team** hosted a virtual discussion with area representatives on January 4 in which Rockwell participated. It was a joint conversation with homelessness and behavioral health professionals and elected officials in the Central and North Coast areas.

On Monday, January 23rd, Oregon Housing and Community Services deputy director Caleb Yant and Lincoln County Commissioner Kaety Jacobson will be meeting in person along with representatives from other local recovery groups in Lincoln County regarding the 2020 wildfire recovery. Rockwell will forward the invitation to Chair Bassingthwaite with the hopes they can attend together. Commissioner Henson validated the importance of HALC Commissioner participation and attendance at meetings when possible.

Chair Bassingthwaite would like to extend invitations to elected officials to upcoming HALC Board meetings as "meet and greet" opportunities and to raise awareness of HALC in the community.

The **all-team staff meeting** was held at the Fistera Community Room on January 6. This was opportunity to see one of our properties, have a group training on operational items, and get to know our new staff members.

Communications

There were no formal communications received.

Old Business

There was no old business outstanding.

New Business

Chair Bassingthwaite discussed the review and update of the Ethics Policy. Over the next few meetings the Board will clarify and ensure that the HALC policy is consistent with Oregon law and will define the role/process of the mentioned Ethics Review Committee. The group will also consider implementing an annual written statement on conflicts of interest.

Commissioner Henson brought up a concern regarding the lack of a key policy and the potential need to have a designee on the Board also be a key holder. Rockwell will research what (if anything) is currently in place and the Board will review in February.

Rockwell has a revised organizational chart that she will distribute by email to the Board. Commissioner Henson made an inquiry about having photos added for better familiarity between staff and Board. The group also discussed getting generic business cards with HALC contact information that can be distributed or utilized during community conversations. Rockwell will bring some to the next meeting.

With no further business to discuss, the meeting was adjourned at 1:34pm.

Dated this 17th day of January 2023

James Bassingthwaite, Chair

Karen Rockwell, Executive Director- Secretary/Recorder