

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

September 19, 2023

The Board of Commissioners of the Housing Authority of Lincoln County met for its regular session at 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 12:05 pm by Chair Bassingthwaite. Upon roll call the following were:

Present: James Bassingthwaite, Chair
Dan Butler, Asset & Development Manager
Niesa Chastain, Commissioner
Robyn Cole, Housing Programs Manager
Larry Henson, Commissioner
Karen Rockwell, Executive Director/Secretary (ex-officio)
Kyla Sellers, Executive Assistant
Shannon Montgomery, Commissioner

Absent: Mitch Parsons, Commissioner

Minutes of the August 15, 2023, HALC Board meeting were reviewed. Commissioner Chastain made a motion to approve the minutes as submitted. Second to the motion was made by Commissioner Henson. Motion carried.

Financial Report

The Accounts Payable Report for August 2023 was distributed. The report was reviewed and discussed. Commissioner Chastain made motion to approve the Reports. Second to the motion was made by Commissioner Montgomery. Motion carried.

Executive Director Update

Executive Director Rockwell informed the Board that the Annual Audit Report was finalized. Rockwell summarized the audit findings and presented the Audit Action Plan needing the Boards approval. The Board reviewed the Audit Action Plan. Commissioner Henson made motion to approve the Plan. Second to the motion was made by Commissioner Montgomery. Motion carried.

Rockwell briefed the Board on the Lincoln County Winter Shelter Business Plan and asked for approval by resolution to move forward with the acquisition of 351 SW 7th St. Newport, OR, 97365. The Board discussed the acquisition. Chair Bassingthwaite noted that the resolution needed corrections. Commissioner Chastain made motion to approve Resolution #1111 authorizing the Executive Director to purchase property at of 351 SW 7th St. Newport, OR, 97365 with corrections. Second to the motion was made by Commissioner Henson. Motion carried.

Rockwell informed the Board of the remaining latest events of the Housing Authority.

Housing Programs

Housing Programs Manager Robyn Cole followed up the Board's question of why voucher holders are leasing up quicker than anticipated. Cole informed the Board that due to the housing team working diligently, the waitlist is shorter and 'fresher' than usual while also the Toledo Hotel and Surviv Village has brought more low-income housing online for voucher holders to lease.

The Board reviewed the Waiting List and Occupancy Report.

Cole presented the Board with resolution #1112 requesting that the Board adopt the revised payment standards for the HCV program determined by HUD. Chair Bassingthwaite noted that the Resolution was dated incorrectly. Commissioner Montgomery made motion to approve Resolution #1112 with corrections. Second to the motion was made by Commissioner Chastain. Motion carried.

Cole informed the Board that HUD has revised the utility allowances for the HCV program and presented the Board with Resolution #1114 requesting that the Board adopt the revised allowances. Chair Bassingthwaite noted that the Resolution had grammatical errors. Commissioner Chastain made motion to approve Resolution #1114 with corrections. Second to the motion was made by Commissioner Henson. Motion carried.

Cole presented the Board with Resolution #1113 approving execution of Section 8 Management Assessments Program (SEMAP) Certification. Chair Bassingthwaite noted spelling errors within the Resolution. Commissioner Henson made motion to approve Resolution #1113 with corrections. Second to the motion was made by Commissioner Montgomery. Motion carried.

Developments

Asset & Development Manager, Dan Butler updated the Board on the progress of current developments. Butler followed by reporting recent capital improvements. Butler presented the Board with Resolution #1115 adopting a revision of the Statement of Significant Amendment for the 5YR Plan. The Board reviewed the statement. Commissioner Henson made motion to approve Resolution #1115. Second to the motion was made by Commissioner Montgomery. Motion carried.

Communications

There were no formal communications received.

Old Business

New Business

The Board went into executive session at 1:48 pm pursuant to ORS 192.660(2)(i) to conduct the annual review of the Executive Director. The Board exited the executive session at 2:20 pm.

With no further business to discuss, the meeting was adjourned at 2:22 pm.

Dated this 19th day of September 2023

James Bassingthwaite, Chair

Karen Rockwell, Executive Director- Secretary/Recorder