

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

February 20, 2024

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 p.m. by Chair Bassingthwaite. Upon roll call the following were:

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

Absent: None

Minutes of the January 25, 2024, HALC Board meeting were reviewed. Chair Bassingthwaite noted that the minutes were dated incorrectly. Commissioner Henson made motion to approve the minutes with correction of the date. Second to the motion was made by Commissioner Parsons. Motion carried.

Financial Report

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

Executive Director Update

Executive Director Rockwell asked Executive Assistant Kyla Sellers to inform the Board about recent safety initiatives at the Housing Authority. Sellers informed the Board that HALC had invited OSHA consultants to make a safety and health assessment back in November 2023. The consultants provided HALC management with a report including suggestions on how to improve HALC's current health and safety management system. Based on the suggestions the Safety Committee created multiple policies and procedures which require the Boards approval prior to implementation. The policies and procedures were reviewed by the Board.

Executive Director Rockwell went on to invite Asset and Development Manager Dan Butler to update the Board on HALC current developments. Butler informed the Board about the current state of the following developments: Depoe Bay Townhomes, Lighthouse Village and Wecoma Place. All development are progressing and Wecoma Place is projected to open in June.

Rockwell went on to inform the Board about new funding available through HB5506. \$502,670.36 is projected to be disbursed to Lincoln County in March 2024. The Housing Authority of Lincoln County will be the lead agency for distribution of the funds.

Rockwell provided the Board with a recap of this year's Point in Time Count which took place on January 24, 2024. The Housing Authority assisted in organizing the count and the preliminary number from the count is 380. While on this topic the Board was interested to know more about the Lincoln County sheltering operations. Rockwell disclosed that the Lincoln County Community Shelter and Resource Center continues to operate without any police calls. Shelter guests are from most of the county but mainly from the Newport/Lincoln City area. Currently conversations are being had about a potential day services center.

Housing Programs

Housing Programs Manager Robyn Cole presented the Board with the agency waiting list/occupancy report. The Board Reviewed the report.

Old Business

The Board went into Executive Session to consider a potential real property transaction pursuant to ORS 192.660 (2)(e) (to conduct deliberations with person(s) designated to negotiate real property transactions) at 12:40 p.m.

The Board exited Executive Session at 1:17 p.m. Commissioner Chastain made a motion to approve the Executive Director to take action as appropriate regarding acquisition of the Tern & Pelican properties. Commissioner Montgomery seconded this motion. Motion carried.

Commissioner Parsons motioned to approve the Executive Director to take action as appropriate regarding the sale of the Alder Street property. Commissioner Henson seconded this motion. Motion carried.

The Board took no action regarding the previously discussed Oceanlake property in Lincoln City as the Housing Authority is no longer involved with the acquisition of this property.

New Business

Commissioner Henson made a motion to approve the presented policies and procedures in accordance with OSHA regulations. Second to the motion was made by Commissioner Montgomery. Motion carried.

With no further business to discuss, the meeting was adjourned at 1:30 p.m.

Dated this 20th day of February 2024

James Bassingthwaite, Chair

Karen Rockwell, Executive Director – Secretary/Recorder