

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

November 19, 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 12:00 p.m. by Chair Bassingthwaite. Upon roll call the following were:

Present:       James Bassingthwaite, Chair  
                  Niesa Chastain, Commissioner  
                  Larry Henson, Commissioner  
                  Shannon Montgomery, Commissioner  
                  Karen Rockwell, Executive Director/Secretary (ex-officio)  
                  Kyla Bibeau, Executive Assistant

Minutes of the October 15, 2024, HALC Board meeting were reviewed. Commissioner Montgomery made a motion to approve the minutes. Second to the motion was made by Commissioner Chastain. Motion carried.

**Financial Report**

The Accounts Payable Report for October 2024 was distributed. The report was reviewed and discussed. Commissioner Chastain made motion to approve the report. Second to the motion was made by Commissioner Montgomery. Motion carried.

The draft budget for FYE 2025 was distributed as a handout. The Board reviewed and discussed the draft budget. Executive Director Rockwell informed the Board that it will be presented with a finalized budget at the December meeting.

The Rural Development Property 2025 Budget was provided as a handout and reviewed.

**Executive Director Update**

Executive Director Rockwell presented her written report.

Commissioner Chastain notified Chair Bassingthwaite that she would have to leave the Board meeting early. Chair Bassingthwaite suggested that the agenda order be changed so that Commissioner Chastain be present for the action item on the agenda and the Executive Director review. The Board agreed and went onto new business.

**New Business**

Executive Director Rockwell presented the Board with Resolution #1131 adopting the revision of the Statement of Significant Amendment for the 5YR Capital Fund Plan. Commissioner Chastain made a motion to approve the resolution. Second to the motion was made by Commissioner Montgomery. Motion carried.

**Old Business**

The Board went into Executive Session at 12:50 pm pursuant to ORS 192.660 (2) (i) to conduct the annual review of the Executive Director. The Board exited Executive Session at 12:55 pm.

The Board completed its review of the Executive Director stating that Rockwell is successfully fulfilling the responsibilities of the Executive Director and proposed the following increase in benefits: A lump sum bonus of 2.5%, a 2.5% salary increase effective on the next pay period and a cost of living increase equivalent to that which is approved on the FYE 2025 budget effective on January 1, 2025. Commissioner Chastain made a motion to approve the increase. Second to the motion was made by Commissioner Montgomery. Motion carried.

The meeting was adjourned at 01:03 p.m.

Dated this 19<sup>th</sup> day of November 2024

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James Bassingthwaite, Chair

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Karen Rockwell, Executive Director – Secretary/Recorder