

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

January 21, 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
 Niesa Chastain, Commissioner
 Larry Henson, Commissioner
 Karen Rockwell, Executive Director/Secretary (ex officio)
 Kyla Bibeau, Executive Assistant

Chair Bassingthwaite led the review of the previous month's Board meeting minutes. The minutes of the December 17, 2024, HALC Board meeting were reviewed. Commissioner Chastain made a motion to approve the minutes. The motion was seconded by Commissioner Henson. Motion carried.

Chair Bassingthwaite asked Executive Director Karen Rockwell to present the December accounts payable report. The Board reviewed and discussed the report. Commissioner Chastain made a motion to accept the accounts payable report. The motion was seconded by Commissioner Henson. Motion carried.

Executive Director Rockwell verbally presented her written Executive Director's report. The Board discussed property and development updates.



Executive Director Rockwell also presented the agency's waiting list/occupancy report on behalf of Deputy Director Robyn Cole. The Board discussed the report.

With no old business to discuss, Chair Bassingthwaite moved on to address new business. Rockwell presented Resolution #1134 regarding the write-off of uncollectible accounts. Commissioner Chastain made a motion to approve Resolution #1134 as presented. The motion was seconded by Commissioner Henson. Motion carried.

Rockwell then presented the Board with a new Drug and Alcohol Free Workplace Policy. The Board discussed the policy. Commissioner Henson made a motion to approve the new policy. After further discussion, he withdrew his motion. The Board requested that the Housing Authority staff incorporate the policy into the pending Personnel Handbook updates and return to the Board for full consideration after a legal review of the entire revised Handbook.

The meeting was adjourned at 1:28 p.m.

Dated this 21st day of January 2025.


James Bassingthwaite, Chair


Karen Rockwell, Executive Director – Secretary/Recorder