

# Minutes for Klamath Housing Authority Board of Directors Business Meeting January 18, 2022

## Present:

Rick Sonerholm  
Tessa Gutierrez  
Amy Boivin  
Stephanie Hirche  
Diana Otero, Executive Director  
Amie Bashant - Guest

## Absent:

Cheri Sandberg  
Debra Gisriel

1. **Call to Order/Roll Call:** The meeting was called to order at 12:07 p.m. by chair Rick Sonerholm. There was a quorum present.
2. **Public Input:** No public input
3. **Approval of Minutes** of KHA business meeting held December 7, 2021. A motion to approve was made by Stephanie, seconded by Tessa. Motion passed by unanimous vote.
4. **Election of Officers**  
Stephanie nominated Amy Boivin for chair.  
Amy nominated Stephanie Hirche for vice chair.  
There were no other nominations, Tessa seconded the nominations. The vote was unanimously passed. Amy took over chairing the meeting.
5. **Formation of Recruitment committee**  
Amy proposed that we appoint a recruitment committee with Rick as the chair of the committee. All members unanimously agreed to this proposal.
6. **Resolutions**  
#642 – Approval of the 2022 Program Budgets.  
Diana sent out a side-by-side comparison of the 2021 and the proposed 2022 budgets by email in December. A motion to approve was made by Stephanie, seconded by Rick. Motion passed by unanimous vote.
7. **New Business:**
  - a. Should KHA recognize Juneteenth (June 19) as a paid holiday for staff.  
Beginning in 2021 Juneteenth became a federally recognized holiday. All board members felt that it was appropriate that we recognize it also. A motion to approve was made by Rick, seconded by Stephanie. Motion passed by unanimous vote.

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b. Executive Director evaluation – are we doing one? This is the time of year that typically the board conducts an evaluation. It was determined that because of the personnel investigation that happened in August it was not necessary to conduct one this year, as the staff had been interviewed personally. The board asked Diana to send them the OHA survey of Executive Director salaries, and to put an executive session on next months' agenda to discuss and make a determination on her 2022 salary.

c. Executive Director job description – proposed updated one – Diana updated the job description she was hired with to make it look more professional and capture current job duties. She will email the job description in word to all board members. Any corrections, additions or deletions should be returned to Diana by 2/15/22 to be presented at the 2/22/22 board meeting for final approval.

## 8. Old Business:

a. Crestview Commons progress update. A formal letter of purchase was sent to the owners. KHA offered \$1,400,000. The owners did not feel like they could sell for that price, so our consultant looked at the numbers again and determined that we could offer \$1,600,000. KHA has put that offer on the table and is waiting for a reply. If the deal doesn't work this time, Diana recommended that the board re-look at purchasing the property in a few years.

b. Executive Director recruitment process update. Rick reported that not much happened over the holidays. The 3 firms he talked to all said that they felt it was a little too early to engage their services. Board members asked Rick if he could get a general price range from these companies for their services so we can put a budget together.

c. Award for Vickie Kaber. An award for Vickie has been purchased. The board asked Diana to invite Vickie to the next board meeting so they can present her with the award.

## 9. Financial Statements – November 2021

The November 2021 financial statements were presented. Stephanie asked Diana if she saw anything that alarmed her. Diana said all programs were close to budget and nothing stood out to her as concerning.

## 10. Other Business

Stephanie introduced Amie Bashant as a prospective board member. Amie spent a few minutes explaining her background. She stated she had an interest in housing,

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and that she now considers Klamath Falls her home. Diana said she would email her the process of how to apply to the County Commissioners if she is interested in serving on the board.

**11. Adjourn** - the meeting was adjourned at 1:22 pm. The next regular board meeting will be held February 22, 2022.