

# Minutes for Klamath Housing Authority Board of Directors Business Meeting April 26, 2022

## Present:

Amy Boivin  
Rick Sonerholm  
Tessa Gutierrez  
Stephanie Hirche  
Diana Otero, Executive Director  
Ann Malfavon, Financial Manager

## Absent:

Debra Gisriel  
Cheri Sandberg

**1. Call to Order/Roll Call:** The meeting was called to order at 12:20 p.m. by chair Amy Boivin. There was a quorum present.

**2. Public Input:** No public input

**3. Approval of Minutes** of KHA business meeting held February 22, 2022 and March 1, 2022. A motion to approve the February 22<sup>nd</sup> minutes was made by Stephanie, seconded by Rick. Motion passed by unanimous vote. A motion to approve the March 1<sup>st</sup> minutes was made by Rick, seconded by Stephanie. Motion passed by unanimous vote.

## **4. Resolutions**

**#646** – Approval to join Stewardship Development in submitting a funding application to OHCS for 72 units of work-force housing.

Amy, Stephanie and Diana spoke with the Stewardship Development team by zoom a couple of weeks ago to learn more about their plans. They appear to be a mission focused, caring agency that is interested in developing affordable housing. There is some concern about public perception of where they want to place the housing. It will be important that KHA is heavily involved with the marketing if this project gets funded. A motion to approve was made by Rick, seconded by Stephanie. Motion passed by unanimous vote.

## **5. New Business**

a. Recruitment of new board member. Amie Beshant has resigned due to unexpectedly leaving the area, so we need to recruit a new board member. Everyone was asked to think about who they know or have community contact with. We will talk more at the next board meeting.

b. Preliminary interview of Ann Malfavon. Ann is the KHA Financial Manager for KHA. She has expressed an interest in the Executive Director position after Diana

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retires. The board asked to meet her and hear a little about her, it was an informal conversation, and no decisions were made.

## 6. Old Business

a. Executive Director recruitment process update – Rick reported that he had not done much on it, both due to illness and that it was a little early to engage a recruitment firm if that is still the process we want to go through.

b. Approval of Executive Director job description - At the last meeting Stephanie had suggested we add the sentence of “Knowledge of development of affordable housing” under the Desirable Qualifications paragraph, so it was added. A motion to approve the job description was made by Stephanie, seconded by Tessa. The motion passed by unanimous vote.

**7. Financial Statements** – the March 2022 financial statements were presented. Diana reported that most of the big yearly fees happen at the first of the year, such as insurance, software support, dues, etc. This causes the programs to have deficits for a few months. Overall, the programs all are on budget.

**7. Adjourn** - the meeting was adjourned at 1:25 pm. The next regular board meeting will be held May 31, 2022.