

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

Present:

Amy Boivin
Rick Sonerholm
Tessa Gutierrez
Stephanie Hirche by zoom
Greg Chandler by zoom
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 12:10 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 April 26, 2022. A motion to approve the minutes was made by Stephanie, seconded by Rick. Motion passed by unanimous vote.
4. **New Business**
 - a. Ratify the email vote on Greg Chandler becoming a KHA Board Member. Because there was not a quorum for the May 31st board meeting, an email vote was taken to state approval for Greg to be appointed by the Klamath County Commissioners to our Board. The email vote had a majority vote of yes. Rick made a motion to ratify the yes email vote of Greg Chandler becoming a board member. Tessa seconded the motion, it passed unanimously.
 - b. Discussion of partnership with BB Development for Veteran's housing in Lakeview. A letter from Matt Bogatay of BB Development was presented, asking KHA to partner with them to apply for State GHAP funds to build 10 units of Veteran's housing in Lakeview. This new project would be called Freedom Square and would be built right next to the permanent supportive housing project that we have already received funding for. Because of site issues that project has been delayed but should be under construction by next spring. If funded, this new project could be built at the same time, which could potentially be a major cost savings. It would be modeled after Liberty Park Village.

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

5. Resolutions

#647 – Approval to change HCV Administrative Plan to read KHA will offer specialty housing types within the program.

Currently, the policy says we will not offer the specialty housing types. As rents are increasing dramatically and there are very few vacancies in Klamath and Lake counties, it has become important for KHA to be flexible in our policies so our clients will have increased opportunities to find homes and use their vouchers. Allowing the specialty types of housing that HUD permits will be beneficial to clients. A motion to approve was made by Rick, seconded by Stephanie. Motion passed by unanimous vote.

#648 – Authorization to apply for GHAP funds to build a Veteran's project in Lakeview to be known as Freedom Square. As discussed under New Business, BB Development has asked KHA to partner and build more Veteran's Housing. This resolution authorizes **Diana Otero or Amy Boivin** to apply to Oregon Housing and Community Services for funding for **10** units of affordable housing in a project to be known as **Freedom Square Apartments**. The person(s) named are duly authorized to encumber, and by this action, the Board of Directors accepts the responsibilities and requirements of any tax credit and/or grant or loan programs applied for in this application for this project. The site is located **off Roberta Avenue in Lakeview, OR**. A motion to approve was made by Greg, seconded by Tessa. Motion passed by unanimous vote.

6. Executive Session – ORS192.6602(h) The board went into Executive Session at 12:42 and came back to regular session at 12:54.

7. All members present unanimously authorized Amy to write a letter to Cheri Sandberg asking her to voluntarily resign as a board member due to her lack of attendance at board meetings.

8. Old Business

a. Executive Director recruitment process update – report from Rick. Ann Malfavon voluntarily left the meeting for this portion. Rick reported he had met with Tamera O'Dell from Elwood Staffing. He is recommending KHA enter into a contract with Elwood Staffing to conduct the Executive Director search. A motion to approve was made by Rick, seconded by Tessa. Motion passed by unanimous vote.

There are 2 options on their contract, one is for \$9,000 to supply a qualified candidate. The second option is to pay \$12,000 and have a guarantee that if the qualified candidate leaves within the first 30 days, they will conduct a search for other

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

candidates. A motion to approve the second choice for \$12,000 was made by Tessa, seconded by Stephanie. Motion passed by unanimous vote.

There was general discussion that the job should be advertised on the west coast. Diana will develop a salary range based on the most recent salary study she has received from the Oregon Housing Authorities association.

9. Financial Statements – the June 2022 financial statements were presented. Diana reported that in her opinion everything was good, all projects are showing a slight surplus. We have been collecting quite a bit of the accounts receivable.

7. Adjourn - the meeting was adjourned at 1:32 pm. The next regular board meeting will be held August 30, 2022.