

Minutes for Klamath Housing Authority Board of Directors Business Meeting August 30, 2022

Present:

Amy Boivin
Rick Sonerholm
Stephanie Hirche by zoom
Greg Chandler by zoom
Diana Otero, Executive Director
Ann Malfavon, Financial Manager

Absent:

Debra Gisriel
Cheri Sandberg
Tessa Gutierrez

1. **Call to Order/Roll Call:** The meeting was called to order at 12:08 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 July 26, 2022. A motion to approve the minutes was made by Greg, seconded by Stephanie. Motion passed by unanimous vote.
4. **Homeownership Program (HomePath)** – Michelle Scott joined the meeting to give a brief presentation of how the HomePath program at Klamath Housing works and how it assists our clients in reaching self-sufficiency.
5. **New Business**
 - a. Timbermill Apartments was awarded. Klamath Housing will be a minority owner of this property and will receive 15 percent of the Developer Fee and will manage the 72 units once they are built. Developing housing on Timbermill Shores will probably be highly controversial, so it was agreed that KHA will let Stewardship Development take the lead in warming up the community to this workforce housing.
 - b. Personnel changes – KHA is currently down 2 staff members. The front desk and Angie Kaber both gave their 2-week notices at the same time. Interviews have been conducted and 2 new people have been hired. Both new hires will start the first full week in September.
 - c. LDA-SVA Development LLC letter dated 8/29/22. Dee Luckenbill voiced her concerns in an email addressed to Diana and all board members, excluding Greg. With Diana retiring and Angie Kaber no longer with KHA, she would like an assurance that proper steps are being taken to ensure the continued success of IG, SVA and SM. She has requested various materials and information be provided to her by September 24, 2022. Diana will provide her with all the requested items by the deadline.

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6. Old Business

a. Application for Veteran's housing in Lakeview was submitted. BB Development and KHA applied for \$2.4 million of GHAP money to build 10 units of PSH Veteran's housing. This project is known as **Freedom Square** and will be built next to **Desert Horizons**. We should know between October 20 – November 10, 2022 if we got it.

b. Letter from Amy to Cheri Sandberg sent – no response. Since there has been no response made by Cheri, Rick motioned to ask the commissioners to terminate Cheri as a board member. The motion was seconded by Greg. Motion Passed by unanimous vote.

c. Executive Director recruitment process update – report from Rick and Amy. 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. He is also recommending we go with the option that KHA will pay Elwood 20% of the yearly salary offered, which provides the guarantee if the person who is offered the job leaves within the first 30 days, Elwood will do another search for us. A motion to approve the contract and have Amy sign it was made by Stephanie, seconded by Rick. Motion passed by unanimous vote.

d. Diana presented a salary range – Diana looked at a survey of wages that the OHA conducted last year. After analyzing the Executive Director salaries of other housing authorities our size, and looking at their length of time, she recommended the salary range be \$75,000 to \$110,000 per year, depending on experience. No action was taken.

7. Financial Statements – the July 2022 financial statements were not available at the time of this meeting.

8. Adjourn - the meeting was adjourned at 1:47 pm. The next regular board meeting will be held September 27, 2022.