

# Minutes for Klamath Housing Authority Board of Directors Business Meeting September 27, 2022

## Present:

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

## Absent:

Greg Chandler

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 August 30, 2022. A motion to approve the minutes was made by Rick, seconded by Debra. Motion passed by unanimous vote.
4. **Resolutions**
  - #649 – Approval of the 2023 PHA Plan. The yearly plan must be submitted to HUD outlining our plans for the year. The plan basically mirrors last years' plan. A motion to approve the resolution was made by Stephanie, seconded by Rick. Motion passed by unanimous vote.
  - #650 – Approval of new HCV Payment Standards. KHA would like to increase the current Payment Standards effective 12/1/2022. KHA must set their payment standards between 90% and 110%. The new payment standards would be set around 101% of the recently published FMRs. Stephanie abstained from the vote. A motion to approve was made by Debra, seconded by Rick. Motion was passed.
  - #651 – Approval of changes to KHA Personnel Policy. The KHA Personnel Policies need to be amended to include updated language provided by Small Business Legal Clinic of Lewis and Clark Law School. There are changes in Oregon laws that require us to update the policy. Motion to approve was made by Debra, seconded by Rick. Motion passed by unanimous vote.
5. **New Business**
  - a. SOCO owned housing – SOCO is going out of business, and they own 3 properties that they need to do something with. Oregon Housing wants these properties to stay affordable housing for specialty populations and would like KHA to take them over. Diana is working with SOCO's attorney to see if this can happen.

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- b. Property in Merrill – Matt Bogatay contacted Diana to see if KHA would be interested in receiving approximately 10 - 15 acres of land as a donation to Housing Now, our non-profit arm. This land sits right behind Merrill Apartments and everyone agreed it would be a great addition to KHA's portfolio. Diana will contact Matt and let him know KHA is interested.

## 8. Old Business

- a. Executive Director recruitment process update – report from Rick and Amy. Rick is working with Elwood Staffing. He will instruct them to begin advertising the position the first of October. Amy reported that KHA will need to develop an interview process and questionnaire for the top candidates that Elwood provides.
- c. Timbermill Apartment update. Everything is moving forward on the development of the 72 units in Timbermill Shores. This project is looking at breaking ground this coming spring. Diana sits in on the development team meeting every Tuesday.
- d. Board Member update – Tessa has given her resignation. This now leaves 2 positions to be filled. It is important that KHA have a full board during this transitional time. Three possible candidates were proposed as potential members of the board. Diana and Stephanie will reach out to two of the potential candidates and see if they are interested in attending the next meeting.

- 9. **Financial Statements** – The July 2022 financial statements were presented. Diana stated that Iris Glen and HCV show they have slight negative YTD balances but both of these projects have plenty of money in the bank and this is not concerning. Diana also reported that KHA paid to have the road paved on Russett Drive, between Sunrise Vista and Bridgeway. Expect to see a decrease of about \$162,000 in the Public Funds bank account on the next financials.

- 7. **Adjourn** - the meeting was adjourned at 1:18 pm. The next regular board meeting will be held October 25, 2022.