HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, October 19, 2022

A regular meeting of the Housing Authority of Kittitas County Board of Commissioner was held Wednesday, October 19, 2022, at 107 W 11th Ave, Ellensburg, WA 98926, held by zoom conference call.

Commissioners Present:
Nicalee Smith, Chairperson via Zoom
Rob Perkins, Vice Chairperson
John Littel, Commissioner via Zoom
Carole Rhodes, Commissioner via Zoom

Absent:
David Hull, Commissioner

Staff Present:
Katie Haggin, Operations Supervisor

Guests:

OPEN REGULAR MEETING AND INTRODUCTIONS

Chairperson Smith called the meeting to order at 7:01 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public nor any guests in attendance.

MINUTES

Vice Chairperson Perkins moved to approve the September 21,2022 minutes of the regular meeting, seconded by Commissioner Littel. The motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the September, 2022 Vouchers and September 2022 Project and Activity Status Reports and found no voucher irregularities or other irregularities. Commissioner Littel moved to approve the consent agenda, Vice Chairperson Perkins seconded. Motion passed unanimously.

JULY 2022 FINAL FINANCIAL REPORTS

The Board reviewed the August 2022 Financial Statements and had no questions or comments. Vice Chairperson Perkins moved for approval of the August 2022 Financial Statements. Commissioner Littlel seconded. There were no additional questions from the Board or discussion. Motion passed unanimously.

RESOLUTIONS AND ACTION ITEMS

RESOLUTION 22-989 – Resolution Authorizing increase in Monthly Contributions to Housing Authority of Kittitas County Employee Insurance Pool. Haggin gave an update regarding the resolution, noting HAKC received an update as to the increase in the cost for insurance premiums for 2023. HAKC currently contributes $865 per employee to an insurance pool fund that then goes toward the cost of premiums for health insurance, thus reducing the employee's out-of-pocket expenses. That $865 amount was set in 2008 and approved through the budget process. Since that time, the $865 amount has remained in place and has not increased, even though insurance premiums had steadily increased over the past 14 years. For 2023, rates will increase by roughly 21%, although HAKC receives a 4% discount for its participation in the WCIF wellness program. Haggin noted that the proposed increase would be from the $865/employee to $1,015/employee – an increase of $150.00/employee. The Commissioners felt this was a reasonable increase. Vice Commissioner Perkins asked if our employees pay out of pocket and Ms. Haggin answered yes, we have a few that do pay out of pocket. He also asked how our benefits compare to other Housing Authorities and Ms. Haggin explained that we only have comparisons from the agencies that were questioned through the Salary Study, and they seem to all be very similar. Vice Chairperson Perkins moved to adopt the resolution as presented.

Commissioner Littel seconded. There being no further discussion, roll call was taken and the motion passed unanimously.

INFORMATION ITEMS

- Development Strategy and Discussion

  Board Chairperson Smith noted that she and Ellis had met a few times to discuss the development strategy and the upcoming board retreat and its structure. Smith noted that Ellis had distributed some questions for the commissioners to complete to help guide the format and content of the retreat. She thanked the ones who filled them out and returned them and encouraged the others to complete them as well. She noted that Ellis had reached out to another facilitator, and she thought the board needed to do some more research before bringing someone in to facilitate as it is expensive. Rhodes and Littel both had questions regarding what it was the board wants to accomplish and it was decided that there needed to be some discussion on our values and what we want to bring to the community. It was agreed that the foundation needed to be agreed upon first and then HAKC could move forward.

- Executive Director Report –

  Operations/Maintenance Updates
  Operations continue to move forward, and HAKC continues to see and deal with lease violations mostly resulting from the housing of unauthorized guests.
  Maintenance has been busy getting ready for the winter season and preventative maintenance measures.

  2021 HAKC Audit
  Everything was submitted for the HAKC 2021 audit. HAKC received the draft audit, and it is currently undergoing the 1st partner review.
  The Office of the Washington State Auditor will start their accountability audit planning for HAKC mid-November with field work to start mid-December. They will also review the HAKC 2021 audit.
  HAKC requested engagement letters from Novogradac for the audits and tax returns for the partnerships for next year as well as the separate HAKC and Pine Terrace audits.

  Budgets
  Ms. Haggin has been compiling and putting together initial draft budgets for the partnerships and the agency for next year. Ms. Haggin and Ms. Ellis will then review the same together, make any changes or adjustments, forward the same to the agency's accountants, CLA, to get their feedback as well as making sure the budgets properly show cash available for repayment of loans and if possible, allowing cash flow to be tied to the budget. The idea being that this will give HAKC an even clearer financial picture as it will fully be in the permanent loan terms moving forward (since those just converted in early 2022). This will also give HAKC a better sense of the financial picture for the agency and what funds it will have available for projects moving forward.

Chairperson Smith asked if there was any additional information or questions to address at the meeting. There was no additional information or questions from members of the Board. Having no further business Vice Chairperson Perkins moved to adjourn and Commissioner Littel seconded. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:43 a.m.

Next Meeting: November 16, 2022, 7 A.M. Regular Meeting
Minutes respectfully submitted by Katie Haggin, Operations Supervisor

SEAL:

ATTEST

Jennifer Ellis, Secretary

Nicalee Smith,Chair