HOUSING AUTHORITY OF KITTITAS COUNTY
REGULAR BOARD MEETING
Wednesday, September 18, 2024

A regular meeting of the Housing Authority of Kittitas County Board of Commissioners was held Wednesday, September 18, 2024, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

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

Absent:

Staff Present:
Jennifer Ellis, Executive Director
Katie Haggin, Operations Supervisor

Guests:
Lily Frey, City of Ellensburg, Housing and Grants administrator

OPEN REGULAR MEETING AND INTRODUCTIONS

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

COMMENTS FROM THE PUBLIC AND GUESTS

There were no comments from the public.

MINUTES

Commissioner Littel moved to approve the August 21, 2024 minutes of the regular meeting, seconded by Commissioner Rhodes. Chairperson Smith noted that the meeting minutes incorrectly referenced the date of the September meeting. With the correction to the meeting minutes to reflect the September meeting of September 18, 2024, the motion passed unanimously.

CONSENT AGENDA

The Commissioners reviewed the August 2024 Vouchers and Project and Activity Status Reports and found no voucher irregularities or other irregularities. Commissioner Rhodes moved to approve the consent agenda, Commissioner Perkins seconded. There being no additional questions, the motion passed unanimously.

JULY 2024 FINAL FINANCIAL REPORTS

Ellis noted the July 2024 financials were not finals, but were made available for the Board's review. Ellis noted that at this time it's helpful to review the year to date and budget to date numbers. Ellis noted that there was a substantial variance in the "other administrative" section where an expense that HAKC had budgeted as below the line was being included above and so it appears as though there is a large budget variance. Ellis noted HAKC will still be seeking proposals for accounting services and had received additional information from another smaller housing authority that had also recently transitioned accountants.

Chairperson Smith inquired about investment of HAKC funds as interest was improving. Ellis was not aware of what parameters might exist for the same, but would investigate further.

INFORMATION ITEMS

- Executive Director Report –

Operations and Maintenance Update

Katie Haggin, Operations Supervisor, provided an operations update, noting that notice had just been received that the Kittitas RAD property portfolio would have inspections in early October. Haggin noted that HAKC had been doing annual inspections of the units to have a better sense of the same as HAKC continues to experience difficulty with tenants calling in work or repairs needed in the units.

HAKC also recently received notice through WCIF that there will be a 6% increase in health insurance, after the application of the wellness discount, for the HSA that is offered. Dental will increase 3.1% and Vision Service Plan will increase 4.6%. These increases are relatively minor in the range of what increases could have looked like for this year.

Ellis noted that the salary study from Nelrod had been received last week and that she was reviewing the same. She expected the benefits portion of the study to be received that same day. Ellis noted it was helpful to have a comparison with the last salary study that was done, that the "industry" utilized for HAKC was "Low Cost Housing" whereas the industry previously utilized was "Government-City Support Services." Ellis stated that they would be having a call with the lead on the study to discuss the comparable job descriptions that were utilized to make sure they were as comprehensive as possible to include the various tasks that each individual performs in a small agency as well as better understand the charts and entry wages for the positions. Ellis stated that the information from the study would come in for discussion with the Board during the budget discussions.

HAKC's agency audit is still ongoing.

Ellis noted on the maintenance side that there had been a little break in the unit turns for maintenance to get some preventative maintenance done in anticipation of moving into the fall season.

Pine Terrace
There is a new regional manager at Pine Terrace. HAKC will arrange for a time to do a meet up over zoom or a property site visit with the new manager.

AWHA meeting
Ellis will virtually attend an upcoming AWHA meeting on September 19, 2024.

Voucher discussion with DCYF
Ellis stated that Greg from DCYF had been facilitating a discussion with DCYF and Catholic Charities and Ellis, for further discussion regarding the Foster Youth to Independence (FYI) Vouchers. That meeting is anticipated to occur in the early part of October. Ellis noted that it would be an informational meeting for HAKC to learn more about the voucher program and partnerships required for the supportive services component since HAKC only utilizes project-based vouchers.

There being no additional comments or questions from the Board, Chairperson Smith stated that the next meeting would be on October 16, 2024. There being no more formal business to conduct, Chairperson Smith asked for a motion to adjourn. Commissioner Rhodes moved to adjourn the meeting with Commissioner Littel seconding. Motion passed. Chairperson Smith ADJOURNED the meeting at 7:26 a.m.

Next Meeting: October 16, 2024, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Nicalee Smith, Chair

ATTEST

Jennifer Ellis, Secretary