HOUSING AUTHORITY OF KITTITAS COUNTY
SPECIAL BOARD MEETING
Monday, April 7, 2025

A special meeting of the Housing Authority of Kittitas County Board of Commissioners was held at 9:30 a.m. Monday, April 7, 2025, at 107 W 11th Ave, Ellensburg, WA 98926, held in person and by zoom conference call.

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

Absent:

Staff Present:
Jennifer Ellis, Executive Director
Katie Haggin, Operations Supervisor
Misty Ness, Office Coordinator
Paige Varnum, Leasing/Administrative Assistant
Tommy DeWolf, Maintenance
Kathy Rodewald, Maintenance
Elijah Scheffer, Maintenance

Guests:
Phil Backlund, Facilitator

OPEN SPECIAL MEETING AND INTRODUCTIONS
Rob Perkins, Chairperson called the meeting to order at 9:30 a.m.

COMMENTS FROM THE PUBLIC AND GUESTS
There were no comments from the public.

ACTION ITEMS

Strategic Plan Discussion and Formulation
Chairperson Perkins began the meeting, outlining its purpose and introducing Dr. Phil Backlund. Dr. Backlund had the attendees introduce themselves and outlined the agenda for the meeting. Dr. Backlund discussed the communication guidelines for the meeting and asked the group to describe its characteristics. Backlund also provided background on the strategy for the meeting, moving from the general to the specific and how it is utilized to not only formulate a plan but also the framework by which to be held accountable to the plan and the goals set, methods for evaluating when goals were on track or not on track or if goals should be modified or changed as well as a timeline to fulfill the expectations/goals within the plan.

The attendees then participated in the Communications Directions quiz to determine communication styles, which were further described by Backlund.

The attendees then broke into two groups to address each stage of the plan development: core values, core focus, outreach/communication (how does the agency want to be seen in the community, what groups are important to reach out to), 10 year (infinity) goals (what will the agency always be working on and what does it plan to have accomplished in 10 years), three year goals (what goals are immediate steps toward the 10 year goals and what goals can be completed in three years). With each stage of the plan development, each group brainstormed and collectively presented its ideas with Backlund compiling the values, focus, ideas and goals on multiple slides. Attendees in each group were shifted back and forth between the groups to change the group make up. After each presentation, the groups had further opportunity to fine tune the ideas presented, modify what they had submitted or clarify the same.

At the conclusion of the plan development portion of the agenda, Backlund did a brief wrap up, noting what would be covered in the second meeting as well as stating that he would provide the attendees with the slides compiled for review and additional feedback.

There being no more formal business to conduct or discussion, comments or questions, Chairperson Perkins asked for a motion to adjourn. Vice Chair Littel moved to adjourn with Commissioner Smith seconding. Motion passed. Chairperson Perkins ADJOURNED the meeting at 12:30 p.m.

Next Meeting: April 16, 2025, 7 A.M. Regular Meeting
Minutes respectfully submitted by Jennifer Ellis, Executive Director

SEAL:

Rob Perkins, Chair

ATTEST

Jennifer Ellis, Secretary