

# Meeting Minutes of the Mason County Housing Authority

## Call to order

A meeting of the Mason County Housing Authority held on January 3, 2018

## Attendees

Attendees included Kathy Haigh, Gary Gorden, John Bolender, Shelly Bellisle, Commissioner Shutty.

## Approval of minutes

There was not a quorum to approve the minutes from December 2017, however there was a consensus to approve them without a quorum.

## Reports

We need more commissioners for the board. We are down to 2 members and there should be 5. Everyone is activity searching for new members. Commissioner Shutty will look at some old applications to see who has applied in the past. Kathy will be looking at getting a "job description" for the commissioners. Commissioner Shutty will talk to Diane about doing another announcement for the open positions. There was discussion about doing a radio spot for an announcement as well. Hopefully we can appoint new commissioners before the next meeting in February.

The Rural Housing Development wants to establish an email for all correspondence to go through. Commissioner Shutty is checking with the Planning Commission to see how they have a email set up. There was discussion about mail as well, and updating names. As of right now emails and mail comes to numerous different locations. Kathy will be talking to Dave Windom about a central mail location.

The audit for Pine Gardens is almost complete, we will get the final audit report once it is complete. There is also a BARS report due in May and it is believed that Cascade Management has always done this annual report, Kathy is checking into that as well.

Financial Reports were talked about and it is believed that one person should have access to all reports to be able to share with all members and that more information will be needed on the financial reports from Cascade Managements.

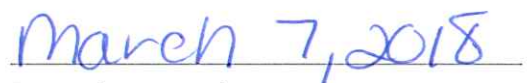
There was discussion about what administrative duties that the county will be taking on. At this point instruction was given for minutes only. Kathy provided a list to Dave Windom on what she believes should be supplied by the county and she will be contacting Dave. They would like to have clarity by the end of the month. Kathy and John would like to meet with the county employee that will be taking over any duties for the housing authority.

**Adjourned:**

Meeting adjourned at 9:35 am.



Secretary



Date of approval

