

# MASON COUNTY HOUSING AUTHORITY MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 9:00 A.M. ON **August 13,2021**, VIA ZOOM

1. **CALL TO ORDER AND ROLL CALL:** Chair George Blush called the meeting to order at 9:04a.m. Roll call was as follows:

**Present:**

Commissioner George Blush  
Commissioner Kathy Haigh  
Commissioner April Pooler  
Commissioner Allan Emmons  
Randy Neatherlin, Ex-Officio Board Member

**Absent:**

**Others Present:**

Dave Windom, Mason County Community Services

2. **PUBLIC COMMENT:** None
  3. **COMMISSIONER COMMENTS/REPORTS:** None
  4. **NEW BUSINESS:**
    - 4.1 Kathy made a motion to create a position of Executive Director/Secretary as defined in attached position description, George seconded the motion. **Motion passed**
    - 4.2 Kathy made a motion to authorize the Chair to appoint an interim Executive Director /Secretary., April seconded the motion. **Motion Passed**
    - 4.3 Authorize the Chair to request from the Mason County Board of County Commissioners, financial assistance under RCW 35.83.050 to cover the cost of a new management structure to include:
      - 4.3.1 CPA service to prepare 2017' 18' 19' & 20' financial statements, audit the records of Cascade Management, Pine Gardens, Kneeland Park and Cove Apartments and prepare a 2021 annual report - \$29,000.
      - 4.3.2 Fund the position of Executive Director/Secretary for a two-year period to be re-evaluated at the end of one year, \$50,000 annual salary plus taxes and benefits.
      - 4.3.3 Cover the cost of Clerical Assistance under contract with the Mason County Public Health Department \$3,969.
      - 4.3.4 In-Kind assistance with laptop computer, monitor, printer, and phone
- George made a motion to approve all of 4.3 to include 4.3.1 to 4.3.4 and April seconded the motion. **Motion Passed**

**The next meeting will be on September 1, at 2:30 PM**

**5. ADJOURNMENT:**

Chair George Blush adjourned the meeting at 9:07 a.m.