

Housing Authority of the County of Clallam

Board of Commissioners
SPECIAL BOARD MEETING MINUTES
Wednesday, May 18, 2011 at 12:00 noon

The Public is invited to attend a special meeting of the Board of Commissioners at:

The Board Room
2603 S. Francis Street, Port Angeles, WA

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 12:07 p.m. by Commissioner Turner.

Present were: HACC Commissioners Turner, Easling, Boardman, Hamilton, and Attorney Dave Neupert, Commissioner Fleck participated via conference call. PHA Commissioners Shusterman and Teal participated via conference call. PHA Commissioner Rymph was excused from the meeting. Staff members present were Executive Director Pam Tietz, and Executive Assistant Jami Snyder.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

SPECIAL MEETING BUSINESS

Budget

Director Tietz distributed copies of the budget and organization chart and reviewed the changes.

Commissioner Turner asked about the FTE's; Director Tietz replied there will be a reduction of approximately two exempt positions and two non-exempt positions.

Commissioner Turner asked how many changes will require new job descriptions; Director Tietz replied four or five and they are almost completed.

Director Tietz reviewed the salary and benefit information. She explained the salaries for most staff have not changed from the existing scale.

Commissioner Easling asked if the budget is balanced; Director Tietz stated yes and without relying on developer's fee, except for the Lee because it is guaranteed.

Benefits – Director Tietz explained for positions that are reduced to less than full time, the employee will have to pay the difference in the premium cost for benefits, but that in most cases positions can be combined to provide full-time work.

Commissioner Turner asked if the redevelopment fits in the revised organization chart; Director Tietz replied yes it fits in the overall structure.

Commissioner Boardman made a motion to approve the organizational chart as presented which includes the need to reduce four positions, seconded by Commissioner Easling. No discussion. Roll call vote by Commissioner Turner. Approved.

Commissioner Easling made a motion to adopt the budget as presented, seconded by Commissioner Hamilton. No discussion. Roll call vote by Commissioner Turner. Approved.

Adjournment: The meeting adjourned at 12:43 p.m.



[Handwritten signature in blue ink]
Secretary

[Handwritten signature in red ink]
Board Chair