

MINUTES OF THE REGULAR MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF POCATELLO

July 27, 2016

**CALL TO ORDER/ ROLL CALL:** The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, July 27, 2016 at 11:00 a.m. at 711 N. 6<sup>th</sup> Avenue.

Chair Rorris called the meeting to order at 11:04 a.m.

Those in attendance were commissioners Bobbie Branch, Karina Rorris, Jared Marchand, Darlene Gerry and Ashley Batts; Executive Director Sunny Shaw, Executive Assistant Michele Poletti, and City Council Liaison Jim Johnston. Vickie Sargent, Kailey White, Heather Pimentel from Neighborworks Pocatello and Trent Campbell the Housing Authority's IT support were guests.

**Audience Participation: Trent Campbell** – Trent Campbell came to the meeting to answer the commissioner's questions about the Goggle Chrome books.

**Heather Pimentel** – Heather Pimentel presented a loan for the commissioners to consider. The loan is an older one which the landlord has been having trouble paying. Heather noted that he had paid on time for the last 4 months. He has asked to have the loan modified. Heather advised the commissioners that unpaid interest and late fees would be added to the loan to bring everything current. The landlord currently has only one loan. This loan would be on his Maple Street property and the payment is less than \$400/mo. The proposed loan would just be approving a little more money to bring the loan current and would require a deed modification and a new note. The loan has a 7% interest rate. Commissioner Gerry asked about an Assignment of Rents provision. The commissioners asked to have this provision included in the new loan with the assignment being utilized when the loan is 60 days past due. **Commissioner Gerry moved, and it was seconded by Commissioner Branch to proceed with the loan modification with the assignment of rents provision included. The motion carried.**

**ITEMS FOR REVIEW AND APPROVAL:**

**Approval of June 22, 2016 Board Meeting Minutes** –The commissioners reviewed the minutes of the previous meeting. The commissioners discussed a change in wording for one sentence of the minutes. **Commissioner Branch moved, and it was seconded by Commissioner Marchand, to approve the June 22, 2016 minutes as amended. The motion carried.**

**Review of June 2016 Financials** –The commissioners reviewed the financial reports. Executive Director Shaw noted that the reports reflect the end of the fiscal year. She advised the commissioners that Christensen Courts public housing ended the year with a net profit of \$31,000, Portneuf Towers had a net profit of \$197,000, Vouchers ended the year \$87,000 positive. The management company shows a loss, but the property across the street was purchased with these funds and Mr. Barratt owes the Housing Authority \$20,000. Katilometes Courts, Pinewood, Maple West and McKinley Manor all ended the year with a profit.

**Resolution #17-01: Multi-family Admin Plan Update** – Executive Director Shaw advised the commissioners that these updates are required changes to two areas of this Admin Plan to close out the IHFA MOR. She noted that this admin plan will be completely changed within the next few months. She has purchased admin plans which must go through a 45 day public hearing process before they can be adopted. As these plans are ready, she will forward them to the commissioners for review. At the end of the public hearing process the commissioners can approve them. **Commissioner Branch moved, and it was seconded by Commissioner Marchand, to approve Resolution #17-01. The motion carried.**

**Personnel Policy Discussion** – Commissioner Branch advised the commissioners that she used the Nampa Housing Authority policy, Twin Falls Housing Authority policy, and the current policy and procedures to create a policy for the commissioners to review. She felt that some of the current policies needed to be kept. The commissioners would like to review and approve one section at a time and they will not approve the entire policy until all the sections have been reviewed and approved. Executive Director Shaw will create a file to be given to the commissioners as an editable file so they can make suggestions for changes to the section they

are reviewing. They can discuss changes at one meeting and vote on the policy at the following meeting.

### **INFORMATIONAL ITEMS:**

**Conducting a Meeting Presentation – Jim Johnston** – City Council Liaison Jim Johnston gave instruction to the commissioners on parliamentary procedures and Roberts Rules of Order.

**Commissioner Gerry moved that the reference material provided be added to commissioner's books as a permanent reference. The motion was seconded by Commissioner Marchand. The motion carried.**

**Cash On Hand Report** – The commissioners received the most recent Cash On Hand report. Executive Director Shaw noted that there was very little change in the last month. The Housing Authority is still doing a lot of projects right now and will continue to do projects for a few more months.

**Wells Fargo Investments** – The commissioners reviewed the monthly Wells Fargo report. Executive Director Shaw noted that a couple of certificates had been reinvested. One has matured recently in the management account which will also be reinvested.

**NAHRO Monitor** – Executive Director Shaw directed the commissioners to the article about the Admin fee formula. The Housing Authority participated in the HUD study to set the formula which would be very favorable to the Housing Authority if it comes to fruition.

**Response to IHFA MOR for Portneuf Towers** – The commissioners received a copy of the response to the IHFA MOR. Also included was the documentation to close out the review with the exception of the action taken today on the Admin Policy changes.

**Maple West inner fund balance issue** – Executive Director Shaw advised the commissioners about notification she received regarding a Multi-family Department of Enforcement Center issue. She reported that the Housing Authority and its auditors have known about this issue and have been working to resolve it. The issue is a software issue relative to inner fund transfers. Vickie Sargent was given specific information on how to make inner fund transfers. She noticed a few months later that this issue had returned. Vickie has been working with the auditors and Tenmast but there are still some issues with the software. The commissioners asked if the Housing Authority still wants to use Tenmast. Executive Director Shaw has given Tenmast a Dec. 31 deadline for the software to be working properly.

**Recent communication re: Jared Marchand term** – The commissioners received a copy of the letter from Jared Marchand to the Mayor expressing a desire to continue to serve on the board.

**Conference Review – Commissioner Branch moved that this item be postponed until the August meeting. Commissioner Marchand seconded the motion. The motion carried.** This item will be on the August 31 meeting agenda.

### **REPORT OF THE EXECUTIVE DIRECTOR:**

**Completion of Required Submissions** – Executive Director Shaw reported that the VMS submission was completed.

**Vacancies** – Christensen Courts, Pinewood, Katsilometes Courts and Portneuf Towers each have one vacancy. Maple West has six and McKinley Manor has 11.

Barratt Properties - El Rancho has one vacancy, Hawthorne has two vacancies, Franklin, Swisher and Stockman have no vacancies.

**Barratt Property Update** – Executive Director Shaw advised the commissioners that she had submitted a bill to Mr. Barratt for just over \$20,000.

**Strategic Plan Activities Update** – Executive Director Shaw advised the commissioners that a conversion to RAD does not make sense for Christensen Courts. She also reported on the business development for asbestos remediation. Executive Director Shaw met with ISU small business development center last week. They feel this is a big project and they are assigning a team of students to take on the project. Executive Director Shaw will meet with the team in September and again at mid-term. They are expected to have a report ready with a business proposal recommendation in November.

**Annual Plan Update** – The Annual Plan is out for public hearing right now. It will be on the agenda for approval next month.

**Audits** – Executive Director Shaw noted that there were five different people from HUD at the Housing Authority last week doing audits on Public Housing/Housing Choice Vouchers, Financial and Procurement and Capital Funds. They had some findings which are easy to correct, a lot of them were about policies. There were no big findings and no concerns. They won't be back again for 3- 5 years.

**Commissioner Branch moved to adjourn to an executive session. Commissioner Marchand seconded the motion. The motion carried.**

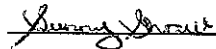
At the conclusion of the executive session, Commissioner Branch moved, seconded by Commissioner Marchand to close the meeting.

The meeting adjourned at 12:37pm



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Karina Rorris, Chair



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Sunny Shaw, Secretary

**Action taken at this meeting:**

Rehabilitation loan modification approved.

Amended minutes from June meeting approved.

Resolution #17-01 Multi-family Admin Plan Update approved.

Parliamentary procedures information approved to be placed in commissioner's books.

Conference review item postponed to August meeting.

**Items for consideration at next meeting:**

Personnel policy  
Conference notes  
Annual Plan