

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

August 31, 2016

**CALL TO ORDER/ ROLL CALL:** The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, August 31, 2016 at 11:00 a.m. at 711 N. 6<sup>th</sup> Avenue.

The meeting was called to order at 11:00

Those in attendance were commissioners Bobbie Branch, Karina Rorris, Jared Marchand and Ashley Batts; Executive Director Sunny Shaw, Executive Assistant Michele Poletti, and City Council Liaison Jim Johnston. Vickie Sargent and Heather Pimentel were guests.

Commissioner Darlene Gerry was absent and excused.

**Audience Participation:** Heather Pimentel from Neighborworks Pocatello came to the meeting to present a loan for the commissioners to consider. The loan request was from Tom and Andrea Neilson for \$8277.00 to pay for new siding and windows on their rental unit located on Fairbanks. Heather reported that their credit is good, the only downside is that the LTV is high. The applicant works at the railroad and has a current loan with Neighborworks Pocatello that is consistently paid on time. The board found that the applicant had sufficient equity in other real property so that an exception could be made for the higher LTV ratio. **Commissioner Branch moved, and it was seconded by Commissioner Marchand, to approve the proposed loan. The motion carried.**

**ITEMS FOR REVIEW AND APPROVAL:**

**Approval of July 27, 2016 Board Meeting Minutes – A motion was made by Commissioner Branch, seconded by Commissioner Marchand, to approve the minutes of the previous meeting.** The commissioners reviewed the minutes and noted one addition to them. **The motion carried.**

**Review of July 2016 Financials –** Executive Director Shaw reminded the commissioners that the budget reflects the first month of the new fiscal year. Vickie Sargent is still working to make sure that all the expenses are in the correct line item budgets and include the proper detail as to which month the bills are paid.

**Resolution #17-02 Annual Plan – Commissioner Branch made the motion, seconded by Commissioner Batts, to approve Resolution #17-02 Annual Plan.** The commissioners previously approved the Housing Authority's Five Year plan. This Annual Plan is a follow-up to that plan which includes more detail and additional information than was previously included in the Five Year plan. This will be sent to HUD to attach to the Five Year plan. Executive Director Shaw advised the commissioners that the public hearing was held this morning and there were no comments. **The motion carried.**

**Resolution #17-03 Bank Statement Reconciliation Policy – A motion was made by Commissioner Branch, seconded by Commissioner Marchand, to approve Resolution #17-03 Bank Statement Reconciliation Policy.** Executive Director Shaw advised the commissioners that the auditors needed to have a policy for bank reconciliation in writing. The policy will be forwarded to HUD. **The motion carried.**

**Resolution #17-04 Fixed Assets, Property and Equipment Policy – Commissioner Branch made the motion, seconded by Commissioner Marchand, to approve Resolution #17-04 Fixed Assets, Property and Equipment Policy.** The Housing Authority had an outdated policy concerning Fixed Assets, Property and Equipment. **The motion carried.**

**Resolution #17-05 Disposition Policy – A motion was made by Commissioner Marchand, seconded by Commissioner Branch, to approve Resolution #17-05 Disposition Policy.** Executive Director Shaw noted that the Housing Authority did not have a disposition policy. She researched other policies and created this policy. The policy discusses the process for disposal of property. **The motion carried.**

**Review Section of Personnel Policy** – The commissioners discussed postponing action on this item for now. Executive Director Shaw will send an email reminder in two weeks so the commissioners can be prepared to discuss the policy. Chair Rorris asked the commissioners to come prepared for discussion and to bring a hard copy to the next meeting. Time will be made at that meeting to review and discuss this item.

#### **INFORMATIONAL ITEMS:**

**Cash On Hand Report** – The commissioners received the Cash On Hand Report for review. The amounts for June to July look like good, the amounts increased. Those figures will drop by November as current projects get finished. Executive Director Shaw noted that Admin Fees increased \$108,000 over last year. This increase is a result of good work on lease-ups.

**Wells Fargo Investments** – The commissioners reviewed the monthly investment report. They noted that certificates that had matured were reinvested. Executive Director Shaw is considering moving some money from Cash on Hand to investments. She will make certain that it is all right to move the funds. This would be great for future development.

**NAHRO Monitor** – The commissioners received the most recent NAHRO Monitor for review. Executive Director Shaw has been sending requests to the commissioners to help meet the goal for August advocacy. There was a goal to send 1500 letters to congressmen this month. She also advised the commissioners that the voucher HQS inspections will be changing to UPCS-V. Executive Director Shaw signed up to be a test agency for these inspections. By signing up as a test agency the Housing Authority will receive training from HUD rather than trying to interpret regulations.

**Jared Marchand Re-appointment** – The commissioners received a letter from the Mayor for Jared Marchand's re-appointment to the board.

**SEMAP** – After this audit, the Housing Authority is a Standard performer. While the auditor was here, Executive Director Shaw received training and now has a better understanding of SEMAP reporting. One thing she learned about was Expanding Housing Opportunities. The Housing Authority is required to have maps of neighborhoods of opportunity. This information has not been in the briefing packet, but will be included in packet from now on. It will be 3-5 years before another audit.

**IHFA Closure of MOR for Portneuf Towers** – The commissioners received notification that the MOR for Portneuf Towers has been closed.

**Portneuf Towers Contract Amendment** – Executive Director Shaw advised the commissioners that each year a new contract is approved with IH&FA for Portneuf Towers. The new contract includes the utility allowance changes.

**DEC Closing Maple West Concern** – This is software issue discussed last month. HUD is satisfied that the financial information is correct. The review is now closed.

**Conference Review** – Executive Director Shaw reminded the commissioners that they can choose to attend one conference per year. Commissioner Rorris and Commissioner Batts shared their thoughts and experiences from the conference with the board. Commissioner Branch will share her experience at next month's meeting.

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

**Completion of Required Submissions** – VMS, EPIC, SEMAP, REAC – Executive Director Shaw noted that there are a lot of required submissions in August and September. VMS, EPIC – which is an annual report of energy saving measures, the SEMAP for this fiscal year and the Labor Standards report for Section 3 labor have been submitted. The REAC submission for Christensen Courts, McKinley Manor and Maple West were completed yesterday.

**Vacancies** – Christensen Courts and Pinewood have no vacancies, Portneuf Towers has two, Katsilometes Courts has one which is ready to lease, Maple West has four with one ready to lease, and McKinley Manor has ten vacancies with four ready to lease.

El Rancho and Swisher have one vacancy, Franklin, Hawthorne and Stockman have no vacancies.

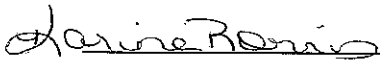
**Barratt Property Update** –The commissioners received a report that included a breakdown of what was owed to the Housing Authority for Jan – June. Executive Director Shaw reported that the management fee has been paid. She also advised the commissioners that Mr. Barratt and Idaho Housing have asked if the Housing Authority could manage another of his properties in Rexburg. The discussion between all the parties has worked out a format to do that. If that format proves to work well, Idaho Housing would like to talk about having the Housing Authority manage another property in Blackfoot. Both of these opportunities would bring additional revenue to the Housing Authority.

**Landlord Workshop Update** – A Landlord Workshop was held last week. There were 11 landlords in attendance. They discussed bed bugs and Rhubin discussed electrical wiring in houses. Executive Director Shaw talked about the new UPCS-V Inspection protocol. They had a great discussion and received good feedback.

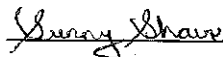
**Upcoming REAC Inspections** – Portneuf Towers will have a REAC inspection on the 19<sup>th</sup> of September. The REAC inspection is scheduled for October 5 for the Stockman Road property. Executive Director Shaw has not heard about any follow-up inspection for the Franklin property.

Commissioner Marchand made the motion, seconded by Commissioner Batts, to adjourn the meeting. The motion carried.

The meeting adjourned at 12:08 pm



Chair



Sunny Shaw, Secretary

**Action taken at this meeting:**

Rehabilitation loan approved.

Minutes of previous meeting approved.

Resolution #17-02 Annual Plan approved.

Resolution #17-03 Bank Statement Reconciliation Policy approved.

Resolution #17-04 Fixed Assets, Property and Equipment Policy approved.

Resolution #17-05 Disposition Policy approved.

**Items for consideration at next meeting:**