

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

September 28, 2016

**CALL TO ORDER/ ROLL CALL:** The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, September 28, 2016 at 11:00 a.m. at 711 N. 6<sup>th</sup> Avenue.

The meeting was called to order at 11:00 a.m.

Those in attendance were commissioners Bobbie Branch, Karina Rorris, and Darlene Gerry; Executive Director Sunny Shaw, Executive Assistant Michele Poletti, and City Council Liaison Jim Johnston. Vickie Sargent, Heather Pimentel and Mark Nye were guests.

Ashley Batts was absent and Jared Marchand was absent and excused.

**Audience Participation:** **Heather Pimental – Neighborworks Pocatello** – Heather Pimentel from Neighborworks Pocatello asked the commissioners to approve additional funds for the loan for Tom and Andrea Nielson they approved last month. The bids for the work came in high so an additional \$676.50 was needed. It was suggested that the commissioners might consider giving Executive Director Shaw the authority to approve additional amounts on rehabilitation loans if necessary. **The motion was made by Commissioner Branch, seconded by Commissioner Gerry, to approve the \$676.50 request. The motion carried.**

**ITEMS FOR REVIEW AND APPROVAL:**

**Approval of August 31, 2016 Board Meeting Minutes** – A motion was made by **Commissioner Branch, seconded by Commissioner Gerry, to approve the minutes of the previous meeting.** The commissioners reviewed the minutes of the August meeting and noted no additions or corrections to them. **The motion carried.**

**Review of August 2016 Financials** – The commissioners reviewed the financial reports. They noted that it is still early in the fiscal year.

**Resolution 17-06 Payment Standards** – **Commissioner Gerry made the motion, seconded by Commissioner Branch, to approve Resolution 17-06 Payment Standards.** Executive Director Shaw reminded the commissioners that each year HUD updates the rent payment standards. A review of these payment standards showed that a change was required to the zero bedrooms rent. A review of the remaining payment standards showed that they were all within 90-100% of FMR. **The motion carried.**

**Review section of Personnel Policy** – The commissioners reviewed sections two and three of the personnel policy. The final draft of these sections will be brought back for review next month.

**INFORMATIONAL ITEMS:**

**Cash On Hand Report** – The commissioners received the Cash On Hand Report for review. Executive Director Shaw reported that a \$39,000 roof project at McKinley Manor had just been completed.

**Wells Fargo Investments** – The commissioners reviewed the monthly investment report. Executive Director Shaw reported that all the certificates that had matured had been reinvested. She is still looking at moving some of the funds from Portneuf Towers and Katsilometes Courts into the investment account.

**NAHRO Monitor** – The commissioners received the most recent NAHRO Monitor for review. HUD has convened a research committee to address the possibility of expanding Move to Work to all agencies. It is already being opened to more agencies and Executive Director Shaw will apply for Move to Work status as soon as she is given the opportunity.

**HACP Newsletter** – The commissioners received a copy of the most recent quarterly tenant newsletter.

**Portneuf Towers REAC Inspection** – The inspection on Portneuf Towers was completed. Executive Director Shaw was pleased but disappointed in the inspection. The biggest deduction was on the roof fans. The roof was replaced about 10 years ago, but some of the motors in the fans were not replaced, they were just covered with a plate. This was not discovered in any previous inspections. The Exit lights had already been inspected by the maintenance staff and 40 lights had been replaced. On the day of the inspection one did not work. Executive Director Shaw felt that the building did really well, there were minimal deductions on the units. The Housing Authority received a score of 80. Portneuf Towers will not be subject to a HUD inspection for another couple of years.

**HUD Audit Report** – Executive Director Shaw reviewed and discussed the findings and the resolution of the findings in the HUD audit.

**Bobbie's Conference review** – Commissioner Branch shared her experiences at the NAHRO regional conference in Oregon.

**REPORT OF THE EXECUTIVE DIRECTOR:**

**Completion of Required Submissions** – The VMS report was completed and submitted.

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

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

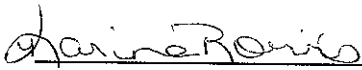
**Barratt Property Update** – The Stockman REAC inspection is on Monday. Executive Director Shaw is discussing with Mr. Barratt the possibility of providing some oversight on his Rexburg units. This proposal would have the Housing Authority providing management service overseeing the staff at this property. There is potential for \$12,000 income.

**Tenant Activities** – Coffee with the Mayor and flu shots – Executive Director Shaw advised the commissioners of the Coffee with the Mayor activities. The Mayor's office gets sponsors to have these events, they have been held at McKinley Manor and Portneuf Towers. The Housing Authority has invited the residents and people living in the neighborhoods surrounding property to visit, ask questions and have discussions with the Mayor.

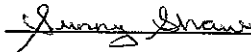
Maag Drug is bringing in flu shots to the properties.

**Commissioner Darlene made the motion, seconded by Commissioner Branch, to adjourn the meeting. The motion carried.**

The meeting adjourned at 12:20 pm

  
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Karina Rorris, Chair

  
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Sunny Shaw, Secretary

**Action taken at this meeting:**

Additional funding approved for Rehabilitation loan.

Minutes of the previous meeting approved.

Resolution #17-06 Payment standards approved.

**Items for consideration at next meeting:**