

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

October 26, 2016

CALL TO ORDER/ ROLL CALL: The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, October 26, 2016 at 11:00 a.m. at 711 N. 6th Avenue.

The meeting was called to order at 11:04 a.m.

Those in attendance were commissioners 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 was a guest.

Commissioner Branch was absent and excused.

ITEMS FOR REVIEW AND APPROVAL:

Approval of September 28, 2016 Board Meeting Minutes – A motion was made by Commissioner Gerry, seconded by Commissioner Marchand, to approve the minutes of the previous meeting. The commissioners reviewed the minutes and noted no additions or corrections. **The motion carried.**

Review of September 2016 Financials – As the commissioners reviewed the financial reports Executive Director Shaw reminded them that salaries have been frozen but the staff is receiving a bonus at their annual review. This procedure makes the figures in the salaries budgets appear to be off budget projections. She noted that as the process continues through the fiscal year, the salaries expenses will come in line with the budgeted amount so she recommended no changes.

INFORMATIONAL ITEMS:

Cash On Hand Report – The commissioners received the Cash On Hand Report for review and noted that Cash is up a little bit.

Wells Fargo Investments – The commissioners reviewed the monthly investment report. One certificate has matured with another coming due shortly. Executive Director Shaw will be meeting with Ron Gallegos and reinvesting those funds.

NAHRO Monitor – The commissioners received the most recent NAHRO Monitor for review. Executive Director Shaw advised the commissioners that there are spending bills in Congress that need to be passed. The most recent short term spending bill expires on December 9. Commissioner Rorris encouraged the commissioners to contact their legislators.

PHAS Score – High Performer – The Housing Authority received a score of 92 which results in the Housing Authority being a High Performer. Executive Director Shaw noted that office work is a big factor in this review. The commissioners congratulated the staff on this accomplishment.

SEMAP Audit Response – The commissioners received a copy of the response by Executive Director Shaw to the 2015 SEMAP audit. The letter outlined the actions taken by the Housing Authority in response to the indicators that were discovered in the audit. Executive Director Shaw noted that the response had been accepted by HUD.

Little Libraries Press Release – The commissioners reviewed the press release dated October 18, 2016 which announced the placement of little libraries at Maple West and McKinley Manor. The Housing Authority had a request to include books for adults as well as the books for infants to young adults.

Annual Plan Acceptance Letter from HUD – The commissioners received notification that the Annual Plan has been approved in conjunction with Five Year Plan.

SEMAP Score and Response – The 2016 SEMAP score for the Housing Authority was 96. With this score the Housing Authority is a high performer.

REPORT OF THE EXECUTIVE DIRECTOR:

Completion of Required Submissions – VMS, Semi-annual Labor Report, EPIC – Executive Director Shaw reported that the VMS submission was completed, the Labor report has been done and the EPIC report has also completed.

Vacancies – Christensen Courts, Katsilometes Courts and Portneuf Towers have one vacancy, Pinewood has no vacancies, Maple West has seven and McKinley Manor has six vacancies.

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

Barratt Property Update – Executive Director Shaw advised the commissioners about the inspection at the Stockman Road property. The results were not good. There were overgrowth issues on the property and a dresser was placed in front of a window. The property will have another inspection in a year. She has spoken with Mr. Barratt about what needs to be done. Executive Director Shaw reported that she is not willing to manage the properties if Mr. Barratt is not willing to work to bring them up to appropriate standards.

Admin Plan and ACOP Updates – Executive Director Shaw reported that she is very close to putting the Admin Plan and ACOP Updates out for public hearing. This plan and updates are for the Voucher program, Public Housing, Section 8 New Construction and Multi-family. She will be sending these to the board at the same time as they are going out for public comment. They will be out for comment for 45 days.

Tenant Activities: Coffee with the Mayor – This activity was created to bring civic engagement to the tenants. The Mayor, City Council members and even congressional member liaisons have participated. There have been some really good discussions. The final meeting is tomorrow at Christensen Courts at 9 a.m.

E.D. speaking engagements – Executive Director Shaw presented on a national webinar this week for the campaign for grade level reading. Commissioner Rorris and Executive Director Shaw attended a conference in New Orleans where she presented a session. Commissioner Rorris shared her experiences and thoughts about the workshops and activities she participated in. Executive Director Shaw updated the commissioners about her campaign, her platform and the activities she will be engaged in over the next year. She noted that it will be a tough year.


Christmas Party – December 16th at the Sand Trap.

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

The meeting adjourned at 11:55 a.m.



Karina Rorris, Chair



Sunny Shaw, Secretary

Action taken at this meeting:

Minutes of the previous meeting approved.

Items for consideration at next meeting: