

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

November 30, 2016

CALL TO ORDER/ ROLL CALL: The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, November 30, 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 Bobbie Branch, Karina Rorris, Darlene Gerry and Jared Marchand ; Executive Director Sunny Shaw, and City Council Liaison Jim Johnston. Vickie Sargent and Brent from B2A were guests.

Audience Participation: B2A audit – Brent from B2A came to the meeting to provide a report on audit. He advised the commissioners that B2A began a pilot program with their audit at the Housing Authority. The Housing Authority identified four candidates for their Housing Authority Tenant Internship Program from which B2A selected a young woman from Africa. This young woman has an accounting degree from her own country that hasn't translated into a high paying job in Pocatello. She came and worked with the auditors as they were on site. She did a great job and it was a good experience for her.

Brent reviewed the Independent Auditor's Report outlining the responsibilities of management and the responsibilities of auditors. The result of the audit was a Clean opinion, the financial reports were free of error and presented as they should be. He then reviewed several areas of the audit and how they have changed year over year. He discussed Unrestricted Cash, Restricted Cash and Capital Assets and Grants. He reminded the commissioners that the audit report includes the Housing Authority and all the units. He reported on the Liabilities, Revenues and Expenses and Cash Flows. For the fiscal year the Housing Authority had just over \$200,000 in Net Income. The auditors are also auditing compliance with HUD programs. There were no material weaknesses found. Brent noted that the Housing Authority is a well run agency, that cares about people.

A motion was made by Commissioner Gerry, seconded by Commissioner Marchand to approve the Financial Statements and audit. The motion carried.

ITEMS FOR REVIEW AND APPROVAL:

Approval of October 26, 2016 Board Meeting Minutes – A motion was made by Commissioner Marchand , seconded by Commissioner Branch, to approve the minutes of the previous meeting. The commissioners reviewed the minutes and noted no additions or corrections to them. **The motion carried.**

Review of October 2016 Financials – The commissioners reviewed the October 2016 financial reports. Executive Director Shaw noted that the Management account shows negative. This is because the Housing Authority only bills Mr. Barrett twice a year. He will be billed again in December. She also advised the commissioners that they will see a drop in available cash in Vouchers as the Housing Authority uses reserves to pay the December HAP payments as required by HUD.

Resolution #17-07 EIV Policy – Commissioner Gerry made the motion, seconded by Commissioner Marchand, to approve Resolution #17-07 EIV Policy. Executive Director Shaw advised the commissioners that this policy is a result of the recent HUD review. There was no EIV policy in place so she combined policies from various programs into one agency wide policy. **The motion carried.**

Resolution #17-08 Debts Owed Write-Off Policy – A motion was made by Commissioner Marchand and it was seconded by Commissioner Branch, to approve Resolution #17-08. Executive Director Shaw noted that this policy also was a result of the HUD audit. The Housing Authority had never had a debts owed write-off policy, now there is something in place to follow. **The motion carried.**

Resolution #17-09 HCV Utility Allowance schedule for 2017 – Commissioner Gerry made the motion, seconded by Commissioner Branch to approve Resolution #17-09. Each year in

October the staff does a survey of utilities for clients on the voucher program. The utility allowances are adjusted for different types and sizes of units. **The motion carried.**

Laundry Rooms at Maple West and McKinley Manor – Executive Director Shaw attended a meeting recently with the United Way and School District representatives, the discussion turned to barriers to students attending school. One need that they have is a place to do laundry. Executive Director Shaw proposed that the Housing Authority open the laundry rooms at Maple West and McKinley Manor alternately one afternoon each week for students. The students would receive a voucher from the school counselor to use the laundry rooms and the United Way would provide money to pay for the laundry. Executive Director Shaw suggested that this could be done on a trial basis. There would be staff on site to supervise the laundry. It would be necessary to get buy in from the residents. Executive Director Shaw checked with ICRMP regarding the insurance liability and they said it would be covered under the current policy. The commissioners discussed this and were in favor of doing this during school year and suggested that the trial period end at the end of the school year. **Commissioner Marchand moved, and it was seconded by Commissioner Gerry, to offer this service to students on a trial basis until the end of the school year. The motion carried.**

Personnel Policy Chapter 4 – The commissioners reviewed chapter 4 of the Personnel Policy and made suggestions for changes and corrections.

INFORMATIONAL ITEMS:

Cash On Hand Report – The commissioners received the Cash On Hand Report for review. They noted the slight increase over last month. Executive Director Shaw expects all areas except Vouchers to continue to increase.

Wells Fargo Investments – The commissioners reviewed the monthly investment report. Executive Director Shaw reported that another CD matured. She met with Ron Gallegos and reinvested the funds.

NAHRO Monitor – The commissioners received the most recent NAHRO Monitor for review. Executive Director Shaw advised the commissioners that the October 30 edition of the Monitor has a photo of the Housing Authority's Little libraries.

SEMAP Audit Response – The commissioners received the letter from HUD closing out the 2015 SEMAP Quality Control Review.

Response to HUD Review – The commissioners reviewed the letter Executive Director Shaw wrote responding to the July site visit. Executive Director Shaw just completed the Admin plan yesterday. The Plan has to go out for public review for 45 days. The commissioners will receive a copy of the Plan when it goes out to public review.

SEMAP Score and Response – 2016 High performer – The commissioners reviewed the Executive Director's response to the one finding during the 2016 SEMAP certification. All the information is now included in the Admin Plan as it goes out for review.

Discussion on Conversations over Pizza – The commissioners had previously discussed convening a community meeting to discuss the impact of heroin on the community. Executive Director Shaw is ready to start the discussions. She asked the commissioners to provide her with contact information for others that the commissioners think should be included in the conversation. The meetings won't begin until after the new year.

Christmas Party – December 16th – The annual Christmas party will be held on December 16th at the Sand Trap.

REPORT OF THE EXECUTIVE DIRECTOR:

Completion of Required Submissions – Executive Director Shaw reported that the VMS, and Employee Compensation Reports were submitted on time.

Vacancies – Christensen Courts has two vacancies, Portneuf Towers has one vacancy, Pinewood and Katsilometes Courts have no vacancies. Maple West has seven vacancies with two ready to lease, and McKinley Manor has five vacancies.

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

Barratt Property Update – Executive Director Shaw reported that Mr. Barratt will be receiving his six month bill in December. Executive Director Shaw has considered the opportunity to manage Mr. Barratt’s Rexburg properties and declined to manage them for him.

E. D. Speaking Engagements – Executive Director Shaw will be teaching the ready to rent classes at the local high schools on December 12th.

Next meeting – Commissioner Gerry made the motion, seconded by Commissioner Marchand, to have no meeting in December. The motion carried. The next meeting will be January 25, 2016

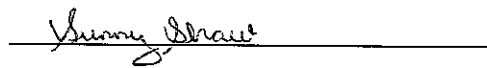
Commissioner Branch made the motion, seconded by Commissioner Gerry, to adjourn to Executive Session. The motion carried.

The meeting adjourned at 12:30 pm

Following the Executive Session a motion was made by Commissioner Branch, seconded by Commissioner Gerry to adjourn the Executive Session. The motion carried.



Karina Rorris, Chair



Sunny Shaw, Secretary

Action taken at this meeting:

Minutes of the previous meeting approved.

Resolution #17-07 EIV Policy approved.

Resolution #17-08 Debts Owed Write-off Policy approved.

Resolution #17-09 HCV Utility Allowance Schedule for 2017 approved.

Proposal to open Maple West and McKinley Manor laundry rooms to homeless students approved.

Items for consideration at next meeting: