

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

January 25, 2017

CALL TO ORDER/ ROLL CALL: The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, January 25, 2017 at 1:30 p.m. at 711 N. 6th Avenue.

The meeting was called to order at 1:43 p.m.

Those in attendance were commissioners, Karina Rorris, Jared Marchand and Bobbie Branch; Executive Director Sunny Shaw and City Council Liaison Jim Johnston. Vickie Sargent and Kailey were guests.

Commissioner Darlene Gerry was absent and excused.

ITEMS FOR REVIEW AND APPROVAL:

Approval of November 30, 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. **The motion carried.**

Review of December 2016 Financials – The commissioners reviewed the financial reports.

The commissioners received copies of all the policies as they were sent out for public comment for review.

Resolution 17-10 HCV Admin Plan Update – A motion was made by Commissioner Branch, seconded by Commissioner Marchand, to approve Resolution 17-10 HCV Admin Plan Update. Executive Director Shaw noted that this policy update was also sent to HUD for review. **The motion carried**

Resolution 17-11 Public Housing ACOP – Commissioner Marchand moved, seconded by Commissioner Branch, to approve Resolution 17-11 Public Housing ACOP. This plan is used for Christensen Courts. Executive Director Shaw noted that this plan will also be reviewed by HUD. **The motion carried.**

Resolution 17-12 Portneuf Towers TSP – Commissioner Marchand made the motion, seconded by Commissioner Branch, to approve Resolution 17-12 Portneuf Towers Tenant Selection Plan. This policy will be reviewed by Idaho Housing Association. **The motion carried.**

Resolution 17-13 Multi-family TSP – A motion was made by Commissioner Branch, seconded by Commissioner Marchand, to approve Resolution 17-13 Multi-family Tenant Selection Plan. This plan is used by McKinley Manor and Maple West and will also be reviewed by Idaho Housing Association. **The motion carried.**

Resolution 17-14 Reflections 5 TSP – Commissioner Marchand made the motion, seconded by Commissioner Branch to approve Resolution 17-14 Reflections 5 Tenant Selection Plan. **The motion carried.**

Resolution 17-15 Procurement Policy – Commissioner Branch moved, and it was seconded by Commissioner Marchand, to approve Resolution 17-15 Procurement Policy. The previous policy was outdated and no longer acceptable since regulations had changed. A new policy was required after the HUD Audit. Executive Director Shaw sought input from other housing authorities and the Housing Authority's advisor from HUD. **The motion carried.**

Legal RFP – Executive Director Shaw advised the commissioners that there had not been an RFP for legal or architectural services for a long time. She decided to begin with the legal RFP. The commissioners reviewed the proposed RFP. Fred Belzer is currently the Housing Authority's legal advisor.

Commissioner Handbook – The commissioners felt the handbook is a good resource and very beneficial for Commissioners. The board would like to start using them. Executive Director Shaw will have them ready for next month.

MOU with Pocatello School District – Executive Director Shaw met with the school district superintendent. They had a great discussion. An MOU was created for the relationship with the school district. **A motion was made by Commissioner Marchand, seconded by Commissioner Branch, to approve the MOU between the Housing Authority and School District 25. The motion carried.**

Employee Insurance Premiums – Executive Director Shaw presented the commissioners with a spreadsheet of health insurance premiums to review. She reminded the commissioners that the Housing Authority asked the staff to pay part of the insurance premium last year. Executive Director Shaw met with the insurance agent about the insurance plan for this year. She proposed that employee premiums be paid 100% by the Housing Authority and that the Housing Authority pay 75% of the health insurance premiums for dependents and the employee pay 25% of the premium. Executive Director Shaw reviewed how some of the staff premiums will change. The Housing Authority will stay with their current provider and a \$250 individual deductible, \$750 for family.

INFORMATIONAL ITEMS:

Cash On Hand Report – The commissioners received the Cash On Hand Report for December. Executive Director Shaw noted a big increase in cash on hand, part of which was HUD paying the January HAPS in December. Overall, Cash On Hand increased over last month.

Wells Fargo Investments – The commissioners reviewed the monthly investment report. They noted that certificates have matured and have been reinvested.

NAHRO Monitor – The commissioners received the most recent NAHRO Monitor for review. Dr. Ben Carson has been nominated as the new director of HUD. He could be approved as early as tomorrow.

HACP Newsletter – The commissioners reviewed the most recent quarterly newsletter for the Housing Authority's tenants.

2017 Meeting schedule - The proposed meeting schedule for 2017 was reviewed.

Close out of 2013 & 2014 CFP Grants – Executive Director Shaw reported that the 2013 and 2014 CFP grants have been closed and HUD has signed off on them. They will be audited in this year's audit.

Notification of 2017 City Council Study Session – The annual report of the Housing Authority to the City Council is scheduled for October 12, 2017.

Tenant Thank You – The commissioners received a copy of a thank you received from a tenant.

Discussion on Conversations Over Pizza Community Convening – Executive Director Shaw asked the commissioners for their input on a date to begin the conversation in the community. The commissioners decided on March 15th.

REPORT OF THE EXECUTIVE DIRECTOR:

Completion of Required Submissions – VMS, REAC – The VMS and REAC submissions were completed and submitted ahead of the deadline. Executive Director Shaw and Vickie Sargent completed and submitted the Operating Funds report today. Vickie reported that the year- end reporting has also been completed.

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

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

Barratt Property Update – Executive Director Shaw advised the commissioners that a REAC inspection is scheduled for Hawthorne, El Rancho and Franklin in April.

Laundry Rooms at Maple West and McKinley Manor – Executive Director Shaw reported that the first day that the laundry rooms were open for the joint project with the school district

was a snow day. Executive Director was there for the first afternoon and no one showed up. She still feels like the program will grow.

Strategic Plan Update: Asbestos Remediation – Executive Director Shaw and Commissioner Rorris attended the ISU student presentation of the proposed business plan. The Housing Authority’s insurer said they would not cover this business. The commissioners asked if it would be possible to become certified to train others to do asbestos remediation. Executive Director Shaw will explore that option.

Executive Director Shaw reported that she had hired a local consultant to do the Housing Authority salary study and job descriptions. A deposit was paid for this work and files were given to the consultant. The consultant has not completed the work and is no longer responding to emails. Executive Director Shaw is working to get the deposit and the documents returned.

E.D. Speaking engagements – Executive Director Shaw will be speaking in Boston, and also teaching a Ready To Rent class in Pocatello. She will also be speaking at Child Protective Services.

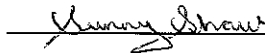
Commissioner Marchand made the motion, seconded by Commissioner Branch, to adjourn to executive session. The motion carried.

At the conclusion of the executive session, a motion was made by Commissioner Branch, seconded by Commissioner Marchand, to adjourn the meeting.

The meeting adjourned at 2:35 p.m.



Karina Rorris, Chair



Sunny Shaw, Secretary

Action taken at this meeting:

Minutes of previous meeting approved.

Resolution 17-10 HCV Admin Plan Update approved.

Resolution 17-11 Public Housing ACOP approved.

Resolution 17-12 Portneuf Towers TSP approved.

Resolution 17-13 Multi-family TSP approved.

Resolution 17-14 Reflections TSP approved.

Resolution 17-15 Procurement Policy approved.

MOU with Pocatello School District approved.

Items for consideration at next meeting: