

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

March 22, 2017

**CALL TO ORDER/ ROLL CALL:** The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, March 22, 2017 at 11:00 a.m. at 711 N. 6<sup>th</sup> Avenue.

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

Those in attendance were commissioners Karina Rorris, Darlene Gerry and Sharlyn Reddish; Executive Director Sunny Shaw, and City Council Liaison Jim Johnston. Vickie Sargent was a guest.

Commissioner Jared Marchand was absent and excused. Commissioner Branch was absent.

**ITEMS FOR REVIEW AND APPROVAL:**

**Approval of February 22, 2017 Board Meeting Minutes – A motion was made by Commissioner Gerry, seconded by Commissioner Reddish, to approve the minutes of the previous meeting.** The commissioners reviewed the minutes and noted no additions or corrections to them. **The motion carried.**

**Resolution 17-16 of Annual Plan and Capital Fund – Commissioner Gerry made the motion, seconded by Commissioner Reddish, to approve Resolution 17-16.** Executive Director Shaw reported that the public hearing process for the Annual Plan has been completed. There were no comments at the public hearing today. The Plan has gone through the CDBG and City process, the mayor has signed it and the Resident Advisory Board has reviewed it. She noted that the Housing Authority used to have to detail the spending of capital funds but she was recently told by the auditors that now it is not necessary. The money is put in the operating fund and the Housing Authority has four years to use it. After the Plan is submitted it could become an issue since the 5 Year Plan had detail of the Capital Funds spending. They may not accept it until the next 5 Year Plan. **The motion carried.**

**INFORMATIONAL ITEMS:**

**February Financials –** The commissioners reviewed the financial reports for February. Executive Director Shaw advised the commissioners that she has asked others to check on the possibility of moving some of the Cash on Hand from Portneuf Towers to investments. When the current contract ends in August 2018 the units will go from a traditional Section 8 New Construction to regular Section 8 New Construction. The Housing Authority will then have a financial manager at HUD that will watch the funding very closely. Executive Director Shaw would like to invest these funds for a year or so and use them to build. She would much rather use these funds in the community than have HUD try to recapture them.

**Cash On Hand Report –** The commissioners received the Cash On Hand Report for review. They noted that there is \$589,000 in the Portneuf Towers account. The account is growing at about \$100,000/year.

**Wells Fargo Investments –** The commissioners reviewed the monthly investment report. All the matured CDs have been reinvested.

**NAHRO Monitor –** The commissioners received the most recent NAHRO Monitor for review. Executive Director Shaw is headed out for Washington D.C. this week. Dr. Carson is cutting HUD's budget. The proposed new federal budget cuts funds from discretionary spending and also eliminates CDBG. Executive Director Shaw wrote a newsletter encouraging the Housing Authority residents to become advocates.

**Discussion on Conversations Over Pizza Community Convening** – Jim Johnston was impressed with the diversity of people attending the meeting. The attendance demonstrated the need for treatment help in the community. Four or five people said they would like to be a driving force for this issue. Executive Director Shaw will create a summary of the discussion and give a copy to the board. The discussion showed evidence of a need and a desire to move forward.

**REPORT OF THE EXECUTIVE DIRECTOR:**

**Completion of Required Submissions** – VMS was submitted in March. The Annual Plan will be submitted in April. There is no date from HUD yet on the submission of the Capital Funds

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

El Rancho and Franklin have one vacancy, Swisher, Hawthorne and Stockman have no vacancies. Executive Director Shaw noted that this is the best lease up since she became Executive Director. The vacancy rate is 2.7%.

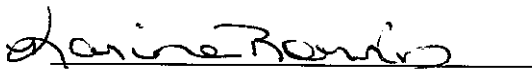
**Barratt Property Update** – Hawthorne, Franklin and El Rancho have inspections scheduled for the first week of April.

**Laundry Rooms at Maple West and McKinley Manor** – Executive Director Shaw reported that there was one family that used the laundry rooms last week and two families this week. There is a library available there and one child was able to take a book home.

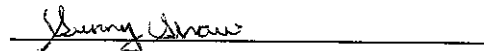
**E.D. Speaking engagements** – Executive Director Shaw is facilitating a discussion at the United Way for their board. She will also be participating in a Town Hall debate in Washington, D.C.

**Commissioner Gerry made the motion, seconded by Commissioner Reddish, to adjourn the meeting. The motion carried.**

The meeting adjourned at 11:50 am



Karina Rorris, Chair



Sunny Shaw, Secretary

**Action taken at this meeting:**

Minutes of the previous meeting approved.

Resolution #17-16 Annual Plan and Capital Fund approved.

Action on Chapters 5 and 6 of the Personnel Policy tabled.

**Items for consideration at next meeting:**