

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

April 19, 2017

CALL TO ORDER/ ROLL CALL: The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, April 19, 2017 at 11:00 a.m. at 711 N. 6th Avenue.

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

Those in attendance were commissioners Jared Marchand, Darlene Gerry, Bobbie Branch and Sharlyn Reddish; Executive Director Sunny Shaw, Administrative Assistant Michele Poletti and City Council Liaison Jim Johnston. Vickie Sargent was a guest.

Commissioner Karina Rorris was absent and excused.

ITEMS FOR REVIEW AND APPROVAL:

Approval of March 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.**

Election of Board Officers – Commissioner Gerry nominated Karina Rorris to serve as Board Chair and Jared Marchand to serve as Vice Chair. The motion carried. The elected officers carry for all businesses of the Housing Authority.

Resolution 17-17 – Cost Allocation Plan – The commissioners reviewed the proposed Cost Allocation Plan. HUD has reviewed the plan and approved it. This plan provides a break down and charge out for everything that is a cost for the agency. Some expenses are easy to calculate and allocate, others are not allocated as easily. **Commissioner Branch made the motion, seconded by Commissioner Gerry, to approve Resolution 17-17. The motion carried.**

Review of Personnel Policies – The commissioners reviewed Section 5 – Benefit and Leave policy, Section 6 – Rules of Employment, Section 8 – Health, Safety and Security and Section 9 – Changes in Employment.

Discussion re: Partnership with Bannock Youth Foundation (BYF) –Executive Director Shaw advised the commissioners that the Bannock Youth Foundation is losing transitional housing funding. Aid for Friends is also changing their transitional housing funding into permanent housing. The BYF asked if there was a way to work with the Housing Authority to find a couple of apartments where rapid rehousing funds could be used for the youth. These kids will have case managers working with them. Executive Director Shaw felt that this would be a good partnership to enter into. There is currently one unit at Maple West empty, so the partnership could begin June 1. The commissioners were in agreement that this would be a good partnership. Executive Director Shaw will talk with HUD. After HUD has given their approval a formal, written agreement will be drawn up and approved by the board. The agreement would be on a trial basis.

INFORMATIONAL ITEMS:

March Financials – The commissioners reviewed the March financial reports. Executive Director Shaw noted that Portneuf Towers is still building reserves at a very good rate. She advised the commissioners that a contractor/developer is currently looking at the Portneuf Towers financials to give thoughts on what can be done with the property, in general. Income from Vouchers is down a little bit this year.

Cash On Hand Report – The commissioners reviewed the Cash On Hand report. Projects will begin soon and start using the funds that have built up over the winter.

Wells Fargo Investments – The monthly investment report from Wells Fargo was reviewed. All funds have been invested and the Housing Authority is beginning to get better rates of return on the investments.

NAHRO Monitor – The commissioners received the most recent edition of the NAHRO Monitor for review. Executive Director Shaw noted that there is a new CEO at NAHRO.

Discussion on Conversations Over Pizza Community Convening – Executive Director Shaw advised the commissioners that the 2nd meeting of this group will be held on May 1. She is hoping to have four people step up and take over the discussion.

PT MOR Scheduled – The Management and Occupancy review for Portneuf Towers will be in June. Anna is getting things prepared. Executive Director Shaw is expecting a MOR for the Barratt properties this summer.

Pocatello Night Out Event – August 1 - The Pocatello Night Out Event coincides with National Night Out this year. Fliers will be coming soon.

HUD Receipt of Financial Audit – The commissioners received a copy of the letter from HUD reporting receipt of the most recent audit. There were no issues with the audit so there is no follow up with HUD.

REPORT OF EXECUTIVE DIRECTOR:

Completion of Required Submissions – VMS – Vickie Sargent has submitted all the required reports.

Vacancies – Christensen Courts, Portneuf Towers, Katsilometes Courts and McKinley Manor have no vacancies. Pinewood and Maple West have one vacancy. The vacancy rate is .06%

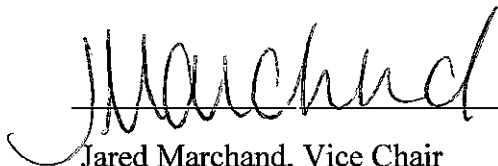
Barratt Property Update – Three REAC inspections were scheduled at the Barratt property. All the inspections went well. El Rancho passed with a score of 69, Franklin had a score of 91 and Hawthorne's score was 77.

Staffing – Executive Director Shaw expressed her concerns about the new administration and funding for the Housing Authority going forward. The board had talked about adding a staff member to oversee development. At the current time, Executive Director Shaw is relying a lot on Vickie, Michele and Kailey. This has worked well and things have gone smoothly. Executive Director Shaw does not want to add a position and then cut this person's hours when budgets tighten. She proposed that the development position not be filled and instead use a development firm to partner with. She has already talked with a couple of companies. She would still like to work on development, just partner with someone instead of hiring an additional staff member. The Housing Authority's HQS inspector that is out right now has been out for 30 days already. Executive Director Shaw is not sure she will return. She proposed that the HQS inspector position not be filled but instead shift the caseload between caseworkers. New regulations state that some HQS inspections can be done every other year. Executive Director Shaw spoke with the Voucher staff and they are amenable to shifting the caseload and making it work. Executive Director Shaw felt that doing these things will place the Housing Authority in a good position and prepare for any federal budget that is approved.

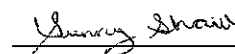
E.D. Speaking engagements – Executive Director Shaw is presenting a session on Housing and Education in UT and facilitating a discussion on this same topic in Denver in June.

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

The meeting adjourned at 12:30 p.m.



Jared Marchand, Vice Chair



Sunny Shaw, Secretary

Action taken at this meeting:

Minutes of the previous meeting approved.

Resolution #17-17 Cost Allocation Plan approved.

Items for consideration at next meeting: