

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

May 31, 2017

CALL TO ORDER/ ROLL CALL: The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, May 31, 2017 at 11:00 a.m. at 711 N. 6th Avenue.

The meeting was called to order at 11:07 a.m.

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

Commissioner Sharlyn Reddish was absent.

ITEMS FOR REVIEW AND APPROVAL:

Approval of April 19, 2017 Board Meeting Minutes – A motion was made by Commissioner Branch, seconded by Commissioner Marchand to approve the minutes of the previous meeting. The commissioners reviewed the minutes and noted no corrections or additions. **The motion carried.**

Resolution 17-18; McKinley Manor Signatory Authorization – Commissioner Marchand made the motion, seconded by Commissioner Branch to approve Resolution 17-18. Executive Director Shaw advised the commissioners that this resolution authorizes the Executive Director to sign as a representative of McKinley Manor. **The motion carried.**

Resolution 17-19 McKinley Manor Signatory Authorization – A motion was made by Commissioner Branch, seconded by Commissioner Marchand, to approve Resolution 17-19 to authorize the Executive Director to sign as a representative of Maple West. The motion carried.

Review of Personnel Policies – The commissioners reviewed Section 7 Discrimination, Harassment and Concerns which include Workplace relationships, Employee suggestion system, Employee concern/complain system. They also reviewed the new social media policy which will be included in Section 6.

Commissioner Branch included some new sections which are the policies for Interns and Volunteers. Some areas of this policy refer to a Volunteer manual. Commissioner Branch will develop this manual before she leaves the board. Executive Director Shaw advised the commissioners that the Housing Authority will have a Vocational Rehab intern this summer. The policy will need to address minors as interns. The board has reviewed all sections of the manual. The employee manual will be placed on the agenda for approval at next month's meeting.

INFORMATIONAL ITEMS:

April Financials – The commissioners reviewed the April financial reports. Executive Director Shaw reported that the Housing Authority is spending money at Maple West and McKinley Manor. She noted that they are treating bed bugs at both properties. Money will be spent on these two properties so there will not be any excess income to be sent back to HUD at the end of the fiscal year. Playground equipment will be added to these properties which is family housing. If there are funds left some stoves may be replaced.

Cash On Hand Report – The commissioners reviewed the Cash on Hand Report and noted that this continues to grow. Executive Director Shaw noted that it is at the highest amount that it has been in about 9 years. The Portneuf Towers account keeps growing. Executive Director Shaw and Vickie are working on a plan to pull some of the monies out. She proposed that several hundred thousand dollars be withdrawn and put into investments. If the funds are withdrawn now it will be removed from Portneuf Tower accounts prior to the contract expiration and in the future those monies can be used for development. Executive Director Shaw reported that there is over \$700,000 in the account. The commissioners suggested that \$600,000 be drawn out. Katsilometes Courts has \$167,000 and the commissioners suggested that \$100,000 be withdrawn and moved to investments. **A motion was made by Commissioner Marchand, seconded by Commissioner Branch, to allow the transfer from the businesses to investments. The motion carried.**

Wells Fargo Investments – The commissioners received the monthly investment report from Wells Fargo. One CD matured during May which will be reinvested.

NAHRO Monitor – A review of the NAHRO Monitor found that the budget has been approved for 2017. There were some cuts to the operating fund and capital fund. The Capital fund decreased a lot.

FY 18 Budgets – Vickie Sargent has prepared the budgets. The commissioners are not being asked to approve the budget this month. Executive Director Shaw noted that the salary study has not been completed yet. She proposes up to 3% increase in salaries for the budget. She noted that the benefit changes will take effect on July 1, which will help insurance premium expenses. The commissioners can review the budget which will be on the agenda for approval at next month's meeting.

Discussion on Conversations Over Pizza Community convening – The second meeting was held and it was a good meeting. The steering committee will try to meet together weekly and have a monthly meeting with everyone.

Portneuf Towers MOR - The review for Portneuf Towers has been completed. The property received a superior rating for the second year in a row. Ana did great work. The commissioners will receive a copy of this report next month. Hawthorne, El Rancho and Franklin are scheduled for review on June 13 and 14. The Housing Authority is not expecting a superior rating, there will be improvement though which will be good.

HUD Review Closure – After the cost allocation plan was approved at last month's meeting Executive Director Shaw received notification that the review has been closed.

Pocatello Night Out Event – August 1st – Fliers for this event have been distributed in the community.

Appointment of New Commissioner – The commissioners received notification that Lori Craney has been appointed to the board. She works at the school district's central office. Her appointment is on the agenda for the June 1 City Council meeting.

REPORT OF THE EXECUTIVE DIRECTOR:

Completion of Required Submissions – Vickie Sargent completed the VMS submissions, Executive Director Shaw completed the semi-annual labor standards report and made minor adjustments to the annual plan as requested by HUD.

Vacancies – There is one vacancy at Christensen Courts, Portneuf Towers and Pinewood. Katsilometes Courts has no vacancies while McKinley Manor has three and Maple West has two.

Randy St. Vincent asked Executive Director Shaw if a two bedroom unit could be taken off line and used as an office. A unit became available at McKinley Manor that is ideal so preparations are being made for this move.

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

Barratt Property Update – Executive Director Shaw has already reported about the MOR reviews scheduled. Vickie Sargent taking over accounting for these properties has been very helpful.

E.D. Speaking engagements – Executive Director Shaw will be on the campaign trail in June. The staff is prepared to keep the Housing Authority running while she is gone.

Next year is the Housing Authority's 50th anniversary. Executive Director Shaw feels that this should be a Community celebration with events happening all year long. Culmination of the celebration will be in conjunction with the Night Out Event. Executive Director Shaw asked for input from the board for events during the year. She would like to commemorate the board members and the city council that created the Housing Authority.

There being no further business to come before the board **Commissioner Branch made the motion, seconded by Commissioner Marchand to adjourn the meeting. The motion carried.**

The meeting adjourned at 12:25 pm

Karina Rorris

Karina Rorris, Chair

Sunny Shaw

Sunny Shaw, Secretary

Action taken at this meeting :

Minutes of previous meeting approved.

Resolution 17-18 approved.

Resolution 17-19 approved.

Transfer of funds from businesses to investments approved.

Items for consideration at next meeting :

Employee manual approval

FY 2018 budget

Update on strategic plan