

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

June 21, 2017

**CALL TO ORDER/ ROLL CALL:** The regular meeting of the Housing Authority of the City of Pocatello was held on Wednesday, June 21, 2017 at 11:00 a.m. at 711 N. 6<sup>th</sup> Avenue.

The meeting was called to order at 11:02 a.m.

Those in attendance were Commissioners Bobbie Branch, Karina Rorris, Jared Marchand and Lori Craney; Executive Director Sunny Shaw and Executive Assistant Michele Poletti. Vickie Sargent was a guest.

Sharlyn Reddish was absent.

The oath of office was administered to Lori Craney.

**ITEMS FOR REVIEW AND APPROVAL:**

**Approval of May 31, 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 of the previous meeting. Noting no corrections or additions, **the motion carried.**

**Resolution 17-20 FY 2018 Budgets –** The commissioners received the proposed FY 2018 budgets. **Commissioner Marchand made the motion, seconded by Commissioner Branch to approve Resolution 17-20.** As the commissioners reviewed the budgets Executive Director Shaw reminded them that the Vouchers program is difficult to estimate for budgets while other entities are more consistent. Vouchers very dependent on government funding. She is concerned that the budget for Vouchers could return to sequestration levels. Commissioner Marchand asked about the items that are included in Other income. Vickie Sargent reported that laundry monies, coke machines and other small things make up this account. **The motion carried.**

**Review/Approve Personnel Policies –** Action on this item was tabled until the next meeting. The commissioners will receive the entire Personnel Policy in their Dropbox. Commissioner Branch has asked Executive Director Shaw to forward the commissioners the corrections discussed at last month's meeting to Section 2. The commissioners will have two files to review.

**Strategic Plan Update/Review –** Executive Director Shaw discussed what has been happening with the strategic plan. One possible income stream was researched and found not to be a possibility. Another option for an income stream is the management of other properties. The Reflections 5 property is the first experience in this for the Housing Authority. Executive Director Shaw has been approached to do that in other areas – Rexburg, Blackfoot, Preston and Idaho Falls. She does not feel like right now is the time to do that. She needs to be in the office more to get this income stream flowing. The by-laws of the Management Company could be rewritten so it is not tied to the same rules as the Housing Authority and it could manage properties state wide. Another area of the Strategic Plan is economic strategies. Commissioner Branch asked about the discussion a few months ago about the Housing Authority becoming Abatement trainers. Executive Director Shaw reported that she had talked with ISU about this. The person she spoke with had a good question for Executive Director Shaw to think about. This is not off the table, but the commissioners were not sure it would be a large enough revenue stream to spend a lot of time and money on. The commissioners can discuss this further at the next strategic planning session. Another area of the Plan is the acquisition and/or rehabilitation of 100 substandard housing units. Executive Director Shaw felt like moving funds into the management account is the first step in this process. Ready to Rent classes – Executive Director Shaw's schedule is not predictable enough right now to schedule these classes. A RAD conversion for Christensen Courts was also considered. Further investigation of this found that it was not good for Christensen Courts. Executive Director Shaw talked a little bit about becoming a county housing authority instead of just a Pocatello city housing authority. She is not sure that the current county commissioners are the ones to approach. She has talked with Idaho Housing Assn. about this idea. The development of the board of commissioners is going well.

**INFORMATIONAL ITEMS:**

**May Financials** – The commissioners reviewed the financial reports. Executive Director Shaw noted that the Vouchers budget revenue is down \$77,000. Sometimes the expenses are higher than revenue and HUD requires the Housing Authority to spend down reserves. The management company revenue is down because the Housing Authority only bills for the Barratt properties twice a year. Pinewood, Katsilometes Courts, McKinley Manor and Maple West budgets are very close to projections. Executive Director Shaw has reminded the staff that they will be paying more of the premium for their dependents beginning with their next paycheck.

**Cash On Hand Report** – The commissioners received the Cash On Hand report. \$600,000 is being moved from the Portneuf Towers Operating fund into the Management fund and \$75,000 is being moved from the Katsilometes Courts Operating fund into the Management fund. The total amount in the investment accounts will not change, just the accounts where the monies are located. Cash on Hand is still growing at a rapid rate. Executive Director Shaw reported that 43 stoves were purchased for Maple West and McKinley Manor. These properties will also have playground equipment installed. The cash amounts in those accounts will decrease. There is a sidewalk replacement project going on right now at Christensen Courts. This project requires that the residents be moved away from their units while that is being done. The residents are spending one night at a hotel during the work at their units. Michele has made arrangements at a local hotel and with Pocatello Transit to accommodate the residents.

**Wells Fargo Investments** – The commissioners reviewed the monthly investment report. Executive Director Shaw will meet with Ron Gallegos tomorrow to invest funds that were moved or have matured.

**NAHRO Monitor** – The commissioners received the most recent edition for review. Executive Director Shaw noted that HUD is expanding the Move to Work program. The Housing Authority is very interested in participating in the Move to Work program. HUD is adding 100 housing authorities and 50 of them must be small housing authorities. After all the paperwork is completed, the applications are then placed into a lottery.

**Pocatello Night Out Event** – August 1, 2017 is the annual Night Out Event.

**Portneuf Towers MOR Report** – The commissioners received a copy of the Management and Occupancy Review performed by HUD. A superior rating was received.

**Annual Plan Acceptance** – The commissioners received notification from HUD that the Annual Plan has been accepted.

**Summer Projects** – In addition to the projects already mentioned, Executive Director Shaw reported that the Housing Authority offices will be getting new carpet in July.

#### **REPORT OF THE EXECUTIVE DIRECTOR:**

**Completion of Required Submissions** – VMS submissions, EPIC Capital Funds Work Plan – The VMS submission was by Vickie. Executive Director Shaw completed the Christensen Courts Capital Funds work plan. These funds will all go into the operations fund.

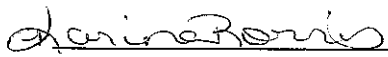
**Vacancies** – There are no vacancies at Pinewood and Katsilometes Courts, one at Portneuf Towers, two at Christensen Courts and four at Maple West. The one vacancy at McKinley Manor will be used for Randy St. Vincent's office. Hawthorne and Swisher have no vacancies, Stockman and Franklin have one and El Rancho has two vacancies.

**Barratt Property Update** – Hawthorne, El Rancho and Franklin properties all had MOR reviews. Executive Director Shaw is hoping for an above average score.

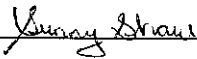
**E.D. Speaking engagements** – Executive Director Shaw will be in Nashville at the SERC region conference and also at the summer conference in Indianapolis.

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

The meeting adjourned at 12:20 p.m.

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Karina Rorris, Chair

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Sunny Shaw, Secretary

**Action taken at this meeting:**

Minutes of previous meeting approved.

Resolution 17-20 FY 2018 budgets approved.

**Items for consideration at next meeting:**

Personnel Policy

MOU with Bannock Youth Foundation