UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY

MINUTES

August 9, 2012

PERSONS PRESENT: Jim Johnson, Sharron Meyer, Jason Passmore, Robert Fadness, Michelle Elsbernd, Joyce Bakewell, Sue Weipert, Gary Bowden, Paul Ryan, John Kelly, Steve Roach, Bernard Peterson, Bertha Schuchmann, Vicky Osmundson, Charles Carroll, Bev Krambeer, Karine Schager

The Upper Explorerland RHA meeting was called to order at 1:00 PM by Michelle Elsbernd at UERPC in Postville, IA. Introductions were made at roll call.

A motion was made by Bowden/Peterson to approve the minutes of the May 31, 2012 meeting. Motion carried unanimously with no opposition.

Charles Carroll entered the meeting at 1:03PM.

Bev reviewed with the board the Section 8 Management Assessment Program (SEMAP): Explanation of the Section 8 waiting list, rent reasonableness, determination of adjusted income, utility allowance schedules, housing quality standards (HQS) quality control, HQS enforcement, and the fair market rents. A motion was made by Ryan/Roach to approve the resolution for signing. Motion carried unanimously with no opposition.

Bev reviewed the Housing Status Report including the breakdown of how many families are in each county, how many households are on the wait list for Section 8, how many families received security deposits and the subsidies paid for May, June and July of 2012.

Bev updated the board on the apartment management service we provide for Housing Inc. She explained some of the everyday responsibilities of the housing staff including verifying income, doing criminal checks, house inspections, case files, etc.

Approval of the disbursements for publication followed. A motion was made by Passmore/Weipert to approve the disbursements for publication. Motion carried unanimously with no opposition.

Bev then gave a request for an Administrative Plan update on portability. She stated that currently HUD Regulations say that if you have legal Domicile in the jurisdiction you are residing when you apply for Section 8 Rental Assistance you would be eligible for portability as soon as your name reaches the top of the waiting list. The Regulations do not define legal Domicile. Resolution 8-12 states that when a family requests Portability they need to prove to the Housing Authority that they have a local drivers' license, state ID, vehicle registration, or documents proving that their children are in our school system to prove legal domicile. These items along with a lease and employment records are requested. Motion was made by Roach/Ryan to approve the Resolution to update the administrative plan. Motion was carried unanimously with no opposition.

Under floor items: 1) a copy of the proposed budget was handed out to the board. Bev stated if anyone needed a copy of last years' audit she has extras.

There was no further business and a motion to adjourn was made by Weipert/Bakewell. Motion carried unanimously. The meeting adjourned at 1:40 PM.

Please contact the undersigned for Errors or omission. Respectfully Submitted,

Bev Krambeer, Housing Dept. Head