Upper Explorerland Regional Housing Authority
Minutes
November 19, 2012

MEMBERS PRESENT: Joyce Bakewell, Sharron Meyer, Jason Passmore, Robert Fadness, Steve Roach, John Kelly, Michelle Elsbernd, Sue Zipse, Bernard Peterson, Paul Ryan. Charles Carrol arrived at 1:07pm.
STAFF PRESENT: Bev Krambeer, Becky Zieman, Karine Schager, Rachelle Howe
OTHERS PRESENT: Don Snitker, James Remington

The Upper Explorerland RHA quarterly meeting was called to order at 1:03 pm by Vice-Chair Michelle Elsbernd at UERPC in Postville, IA. Introductions were made of those present.
AUDIT: Don Snitker shared the budget information with the commission. The Regional Housing Authority's operations are funded almost entirely through administrative fees received from HUD. The Authority enters into an Annual Contributions Contract (ACC) each year with the Department of Housing and Urban Development to serve up to 407 families in the designated counties. The RHA's net assets decreased compared to the previous year end. Unrestricted net assets decreased also. The total expenditures for the fiscal year were $1,395,007, a decrease of $20,912 (or 1.5%) from last year. The Authority's net loss from operating activities for the fiscal year was $112,233. A summarized statement that compares revenue and expenditures shows that HUD lowered the amount of administrative fees for the fiscal year ending June 30, 2012. A brief discussion was held regarding different ways for the Authority to cut expenses.
A full copy of the audit is available on the Upper Explorerland website, and was also sent to HUD. Each RHA board member received a copy as well.
AUDIT APPROVAL: A motion was made by Roach/Passmore to file audit. Motion carried unanimously.
APPROVAL OF AGENDA: A motion was made by Ryan/Peterson to approve the agenda. Motion carried unanimously.
APPROVAL OF MINUTES FROM 08/09/2012 MEETING: A motion was made by Bakewell/Meyer to approve the minutes of the 08/09/2012 meeting. Motion carried unanimously.
HOUSING PRESENTATION: Bev Krambeer gave a presentation outlining the Responsibilities of the Housing Authority. They manage two apartment complexes for Housing Inc., and manage the Section 8 Voucher program. A brief discussion was held.
HOUSING STATUS REPORT: Bev Krambeer gave the Section 8 status report. Following are the numbers of units under contract with the RHA as of November 1, 2012: Allamakee County - 62 families, Fayette County – 173 families, Clayton County – 77 families, Howard County – 55 families, and Winneshiek County – 28 families. We are currently being billed for 6 families who went Portable with their vouchers out of state. 1 Family is in IL. and 5 are in MN. There is still numerous people wanting to port their assistance to Minnesota, and it appears Minnesota is billing, rather than absorbing. Bev explained when people take our vouchers to other states we lose that assistance for people here, and most times have to pay higher rent for those families as well.
The HA received additional funds for the TBRA program, and is trying to bring more people onto the program. These funds can be used for rental assistance and assistance with security deposits up to $400.
APPROVAL OF DISBURSEMENTS FOR PUBLICATION: Approval of the check disbursements for 09/01/2012 – 11/30/2012 followed. A motion was made by Passmore/Roach to approve the disbursements for publication. Motion carried unanimously.
AGENCY PLAN/CIVIL RIGHTS CERTIFICATION AND REGIONAL HOUSING AUTHORITY ADIMISTRATIVE PLAN CHANGES: Bev provided a summary of the Agency Plan and Civil Rights Certification. She explained we must submit our plan every 5 years. A change was requested to implement a minimum rent requirement of $25. The minimum rent will be implemented at annual re-certifications and for new admissions effective January 1, 2013. Bev stated that this will help lessen the subsidy budget. Therefore the agency plan needs to be available for public viewing and a Public Hearing must be set. The board would like an updated report on how many families are affected by the minimum rent requirement. A motion was made by Fadness/Carrol to approve the minimum rent requirement. (Resolution 11-12) Motion carried unanimously. A motion to publish and approval for Chairman to sign was made by Ryan/Bakewell. Motion carried unanimously.
FLOOR ITEMS: Discussion on Minimum Rent Requirements it was requested that an update be presented to the board on how many persons were affected by the increase. Bev stated it has been a requirement of the TBRA Tenant based rental assistance program.
ADJOURNMENT: A motion to adjourn was made by Ryan/Peterson. Motion carried unanimously. The meeting adjourned at 2:20pm.
The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any errors or omissions.

Becky Zieman, Secretary