UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY MINUTES

December 12, 2013

PERSONS PRESENT: Robert Fadness, Paul Ryan, Dennis Koenig, Bernard Peterson, Steve Roach, Roy Karlson, Jason Passmore, Joyce Bakewell, Michele Elsbernd, Gary Bowden, Bob Kainz, Vicky Osmundson.

STAFF PRESENT: Lori Brockway, Becky Zieman, Karine Schager

CALL TO ORDER: Chairperson Michele Elsbernd called the meeting to order at 1:00 p.m. in the UERPC Conference room in Postville. Introductions were made for new member Bob Kainz.

AGENDA APPROVAL: A motion was made by Roach/Koenig to approve the Agenda. Motion carried unanimously, with no opposition.

MINUTES APPROVAL: A motion was made by Osmundson/Bakewell to approve the minutes of the October 10, 2013 meeting. Motion carried unanimously, with no opposition.

PROGRAM STATUS REPORT: Lori Brockway provided assisted household numbers by county and city. There are 51 units in Allamakee Co., 71 units in Clayton Co., 185 units in Fayette Co., 54 unites in Howard Co., and 25 units in Winneshiek Co. We are currently being billed for 23 port-out tenants. We are currently serving 17 families through the Tenant Based Rental Assistance program, and 393 families through the Section 8 Voucher program. The RHA profit and Loss Statement for 7/1/2013 through 11/30/2013 was also discussed showing the Authority's total income as $534,499.08 and expenses as $532,249.81 for a difference of $2,249.27.

REVIEW AND APPROVE UPDATED RHA ADMINISTRATION PLAN: Lori Brockway went over the administration plan changes since May of 2012. A brief discussion was held for clarification. A motion was made by Ryan/Peterson to approve the updated RHA Administration Plan. Motion was carried unanimously with no opposition.

APRROVAL OF AGREEMENT BETWEEN RHA AND UERPC: Lori Brockway discussed the Agreement between the Regional Housing Authority and Upper Explorerland. At the October 10th, 2013 meeting it was decided that Upper Explorerland Regional Planning Commission should have sole authority for employment reasons. This was brought to the attention of Upper Explorerland's Commission members and both parties agreed the UERPC will make all employment decisions for the RHA. With the change in place a motion was made by Passmore/Bowden to approve the Agreement between RHA and UERPC. Motion was carried unanimously with no opposition.

RHA PROGRAM UPDATES: Becky Zieman and Karine Schager updated the board on the $50 minimum rent. Karine has not had any new admissions or annual re-exam tenants who have been affected by the $50 minimum rent. Becky Zieman has had two annual re-exam tenants with zero income who have been affected by the minimum rent, but both families understand the necessity to continue to serve as many households as possible. Becky has also had one new admission with zero income, who understood the reasons why the minimum rent was implemented and had no complaints. Lori Brockway explained the Payment Standards have been increased for families living in our jurisdiction. The new payment standards are approximately 30 dollars more for the majority of the bedroom sizes. These new standards were implemented in the hopes that more families would find suitable units to rent. It will also assist in offsetting the new Utility Allowance Schedules for 2014. It is believed the new Utility Allowance Schedules will increase slightly from the last time they were updated in 2011. Portability continues to be an issue, as we now are billed for 23 families in other states. Staff will be vigilant of time frames in which other housing authorities are billing our housing authority because a portability billing can be denied if not received within 10 days from the date of lease up.

DISCUSSION OF BOARD MEMBERS: Lori Brockway informed the board members of recent resignations on the RHA board and spots to be filled. Also, numerous members are facing term expiration. Lori will send letters for appointment of new board members to the counties and cities. Executive board members/Officers were discussed and a motion was made by Ryan/Bernard to appoint Steve Roach as an executive board member and approval to keep the same officers we currently have. Motion was carried unanimously with no opposition.

DISBURSEMENT APPROVAL: A motion was made by Roach/Passmore to approve the quarterly disbursements for publication. Motion was carried unanimously with no opposition.

SCHEDULE OF NEXT RHA MEETING: The next RHA meeting is scheduled for Thursday, February 13th, 2014 at 1:00 PM.

FLOOR ITEMS: Letters were sent to all tenants currently receiving assistance inviting them to attend the Resident Advisory Meeting on January 7, 2014 at 10:00AM. The Public Hearing is scheduled for February 25, 2014 to share the Agency Plan Changes. Bob Kainz announced there are apartments in Arlington currently for sale.
Lori Brockway updated all the members on the Opportunity Shuttle. The Opportunity Shuttle is a pilot program stared in Fayette County in an attempt to offer transportation to those families wanting to apply for rental assistance, but have transportation barriers. To date, only two families have utilized the service.

ADJOURNMENT: There being no further business, a motion was made by Bowden/Ryan to adjourn. Motion carried unanimously. The meeting adjourned at 1:52 PM.

The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for errors or omissions.

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Becky Zieman, Secretary