RHA Meeting Minutes
May 22, 2014

MEMBERS PRESENT: Joyce Bakewell, Sharron Meyer, Jason Passmore, Robert Fadness, Steve Roach, Michelle Elsbernd, Bernard Peterson, Paul Ryan, Sue Weipert, Gary Bowden, Roy Karlson, Randee Blietz, Rose Schutte and Vicky Osmundson.

STAFF PRESENT: Lori Brockway, Becky Zieman, Karine Schager and Mary Huinker

CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 1:00 pm by Vice-Chair Michelle Elsbernd at UERPC in Postville, IA. Introductions were made for new member Rose Schutte.

APPROVAL OF AGENDA: A motion was made by Ryan/Peterson to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES: A motion was made by Roach/Bakewell to approve the minutes of the 02/13/2014 meeting. Motion carried unanimously.

APPROVAL OF BOARD SECRETARY: Becky Zieman resigned from Board Secretary and Mary Huinker will fill the position. A motion was made by Ryan/Meyer for approval. Motion carried unanimously.

HOUSING PROGRAM STATUS REPORT: Lori Brockway gave the Section 8 status report. Following are the numbers of units under contract with the RHA as of May 1, 2014: Allamakee County – 45 families. Fayette County – 193 families. Clayton County – 67 families. Howard County – 45 families. Winneshiek County – 26 families. Lori explained to Rose Schutte that Winneshiek County is less because we don't cover the City of Decorah. These numbers include handicap and disabled. We currently have 24 port-outs with the average housing assistance payment at $701.50 per month. The average HAP without ports is $257 per month. Paul Ryan asked if Lisa Lensing compiles all of these numbers and Lori confirmed.

HOUSING PROGRAM STATUS UPDATE: Lori Brockway explained that we will receive higher admin fees. We are looking into purchasing 2 IPADS that will make inspections much more efficient and save postage money with mailing paperwork. Jason Passmore asked if pictures could be taken on the IPADS and Becky confirmed. Becky and Lori went to a NARO conference and learned that inspections will soon change to every other year. The board will be asked to approve any new policy changes at the next board meeting. Fraud recovery was also discussed. Steve Roach asked that if a tenant is accused of fraud from renting from a relative and not reporting it, is the landlord held accountable as well. Paul Ryan also asked how fraud recovery works. Lori stated that the tenant receives a letter and a promissory note. The tenant has the right to request an informal hearing, but currently we do not involve the law. Lori will look into more and report back at the next meeting.

APPROVAL OF ADMINISTRATION PLAN: Lori reminded board members who have not signed the conflict of interest form that this needs to be completed. Changes to the administration plan were discussed and include the following; Page 50, Briefing Attendance Requirement will state, "All families with individuals 18 years of age or older will be required to attend the briefing prior to lease-up. Previously the requirement stated all individuals 18 or older would come to the UERPC office for a briefing session. On page 62, in accordance with PIH notice 2012-15, when the annual inspection finds deficiencies, a Housing Coordinators may accept an owner's certification, a receipt from a vendor, and/or a photo of the repair along with the tenant's confirmation, rather than conducting an in-person follow-up inspection. Initial inspections will continue to require an in-person follow-up inspection. On page 65, Lori pointed out that in May of 2012 UERPC put interim increase back into effect due to budget shortfalls. This was not previously added to the Administration Plan. A motion to approve Revision #3 of the Administration Plan was made by Peterson/Fadness. Motion carried unanimously.

APPROVAL OF DISBURSEMENTS FOR PUBLICATION: A motion was made by Peterson/Fadness to approve the disbursements for publication. Motion carried unanimously.

SCHEDULE NEXT MEETING: The next meeting will be scheduled for Sept. 11, 2014 at 1:00 pm.

FLOOR ITEMS: Lori Brockway asked if anyone wanted any changes made to the board meetings. Jason Passmore asked if there was any way to make the financial reports easier to read. Lori will invite Lisa Lensing to the next meeting to answer any questions the board has.

ADJOURNMENT: A motion to adjourn was made by Peterson/Blietz. Motion carried unanimously. The meeting adjourned at 1:44 pm.

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

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Mary Huinker, Secretary