RHA Meeting Minutes September 11, 2014 MEMBERS PRESENT: Joyce Bakewell, Jason Passmore, Robert Fadness, Steve Roach, Michelle Elsbernd, Bernard Peterson, Paul Ryan, Sue Weipert, Gary Bowden, Roy Karlson, Randee Blietz, Rose Schutte, Dennis Koenig and Mary Willett. STAFF PRESENT: Lori Brockway, Karine Schager, Jenna Siebrecht, Rachelle Howe, Lisa Lensing and Mary Huinker. CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 4:00 pm by Chair Michelle Elsbernd at UERPC in Postville, IA. APPROVAL OF AGENDA: A motion was made by Ryan/Bowden to approve the agenda. Motion carried unanimously. APPROVAL OF MINUTES: A motion was made by Passmore/Roach to approve the minutes of the 05/22/2014 meeting. Motion carried unanimously. APPROVAL OF SEMAP: Lori Brockway went over a resolution to approve Section 8 Management Assessment Program Certification (SEMAP). A motion was made by Ryan/Willett for approval. Motion carried unanimously. HOUSING PROGRAM STATUS REPORT: Lisa Lensing gave the Section 8 status report. Following are the numbers of units under contract with the RHA as of September 1, 2014: Allamakee County – 41 families. Fayette County – 182 families. Clayton County – 56 families. Howard County – 37 families. Winneshiek County – 23 families. These numbers include handicap and disabled. We currently have 3 port-outs. The portability set-aside funds are currently at $84,668 received August 12, 2014. Lori Brockway went over the HUD Shortfall that was identified on June 4, 2014 and we were referred to the Shortfall Prevention Team. This was lifted as of July 25th. HOUSING PROGRAM STATUS UPDATE: Lori Brockway and Karine Schager went over the Federal Regulation Rule changes effective June 25, 2014. RHA's are now allowed to do inspections every two years instead of annually. Karine explained that we'll still do compliant inspections and all landlords have been made aware of this change. Additionally, the utility allowance schedules are now based on the payment standards rather than the unit size, unless the unit size is smaller than the payment standard. APPROVAL OF ADMINISTRATION PLAN: Lori discussed changes to approve to the administration plan. Resolution 14-02 was passed for how often we should verify applicants with zero income. Karlson/Blietz motioned to approve quarterly verification. Motion carried unanimously. Resolution 14-03 was passed to determine how we will remove families from the rental assistance program when we have a shortfall of funds and order of reinstatement. Weipert/Willett motioned to approve that if there is a shortfall of funds that those that are in a payback to the RHA will be the first off, based on the amount owed, and they will be reinstated in the same manner. If there are not enough participants in the payback, then the last participants leased up will be the first off and will be reinstated in the same manner for all Section 8 applicants. The motion was carried unanimously. Lastly, Lori discussed a resolution to require that all households that need electrical work be completed by a licensed electrician. Karlson/Ryan motioned to revisit this topic at the next scheduled meeting. The motion was 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 November 6th, 2014 at 1:00 pm. FLOOR ITEMS: None at this time. ADJOURNMENT: A motion to adjourn was made by Ryan/Peterson. Motion carried unanimously. The meeting adjourned at 5:05 pm.