RHA Meeting Minutes – July 28, 2016

MEMBERS PRESENT: Jason Passmore, Michelle Elsbernd, Sharron Meyer, Shannon Gebel, Bernard Peterson, Dennis Koenig, Megan Kohr, Charles Caroll, Mark Schmitt, Steve Roach, Randee Koenig and Mary Engstrom.

STAFF PRESENT: Karine Schager, Jenna Siebrecht, Lori Brockway, and Mary Huinker

CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 1:00 pm by Chair Jason Passmore at UERPC in Postville, IA.

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

APPROVAL OF MINUTES: A motion was made by Elsbernd/Roach to approve the minutes of the 4/14/2016 meeting. Motion carried unanimously.

RESOLUTION FOR APPROVAL OF SEMAP SUBMISSION: Lori explained the annual SEMAP (Section 8 Management Assessment Program Certification) self-examination. It's basically a quality control technique to inspect our own files. 348 applicants were taken off the wait list and Lori sampled 16 files. All findings have been documented and ready for submittal to HUD. A motion was made by Randee Koenig/Schmitt to approve and submit to HUD. A roll call to approve RESOLUTION 16-01 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION was carried unanimously.

RESOLUTION FOR ADDITION TO ADMINISTRACTION PLAN: Lori Brockway discussed adopting the RHA to require applicants and participants to verify assets under $5,000 at admittance to the program and then every three years thereafter. A motion was made by Elsbernd/Caroll to approve the addition to the admin plan. A roll call to approve RESOLUTION 16-02 CERTIFICATION OF ASSETS was carried unanimously.

CONSIDERATION OF CHARGING INSPECTION FEE TO OWNERS: Lori went over the housing quality standards re-inspection fees and criteria. The board discussed charging a $50 fee to landlords that do not have their units ready for re-inspection, if it did not pass after the initial inspection. A resolution for approval will be brought to the board at the next regular meeting.

FINANCIAL REPORT UPDATE: Lori went over the RHA balance sheet and P&L statements. Lisa Lensing was brought into the meeting via conference call to answer a few questions on the P&L statement that board members had.

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

PROGRAM STATUS REPORT: Lori Brockway gave the Section 8 status report. Following are the numbers of units under contract with the RHA as of July 1, 2016: Allamakee County – 50 families. Clayton County – 75 families. Fayette County – 177 families. Howard County – 44 families. Winneshiek County – 24 families. These numbers include handicap and disabled. We currently have 9 port-outs with 10 pending. Our lease up number is at 380, but we have funds available to lease up 419. At present, all applicants have been pulled off the wait list.

2016 RENEWAL FUNDING PORTABILITY SET ASIDE REQUEST AWARD: Upper Explorerland Regional Housing Authority was awarded $66,417 in additional funding to assist families in need of housing.

APPROVAL OF AUDIT PROPOSAL: Lori went over the bids received to do our yearly audits for 2016, 2017 and 2018. Bid were received from RFSW to do audits for Housing Inc. and the Fayette Local Housing Trust Fund only. Whereas, Hacker Nelson submit bids for Housing Inc., FCLHTF, UERPC and The Housing Authority. A motion was made by Dennis Koenig/Peterson to approve moving forth with Hacker Nelson to do the audits. Motion carried unanimously.

SCHEDULE NEXT RHA MEETING: The next meeting is scheduled for October 27, 2016 at 1:00 pm.

FLOOR ITEMS: None at this time.

ADJOURNMENT: A motion to adjourn was made by Roach/Peterson. Motion carried unanimously. The meeting adjourned at 1:46 pm.

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

Mary Hunker

Mary Hunker, Secretary