RHA Meeting Minutes – October 26, 2016

MEMBERS PRESENT: Jason Passmore, Michele Elsbernd, Shannon Gebel, Bernard Peterson, Megan Kohr, Steve Roach, Randee Koenig, Joyce Bakewell, Mike Tucker, Lou Ann Milks, Vicky Osmundson 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 1:05 pm by Chair Jason Passmore at UERPC in Postville, IA.

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

APPROVAL OF MINUTES: A motion was made by Elsbernd/ Randee Koenig to approve the minutes of the 7/28/2016 meeting. Motion carried unanimously.

APPROVAL OF FINANCIAL REPORTS: JULY, AUGUST & SEPTEMBER: Lori explained the new format of the financial reports done by Loucks & Schwartz HUD Accounting & Consulting Services out of Indiana. Each month was itemized out in detail; including voucher summaries, bank reconciliations and disbursements, among others. The board requested to only include the latest month's report in meeting packets to save on paper; as all months would be included in initial packet emails. A motion was made by Bakewell/Milks to approve the financial reports. Motion carried unanimously.

CONSIDER THE APPROVAL OF DISBURSEMENTS FOR PUBLICATION: A motion was made by Milks/Kohr to approve the disbursements for publication. Motion carried unanimously.

APPROVAL OF FEE ACCOUNTANT PROPOSAL: Lori Brockway discussed the proposal presented in letter form from Loucks & Schwartz HUD Accounting &Consulting Services. There would be a monthly fee of $439 for services provided to the Section 8 Housing Choice Vouchers (407 units). The board agreed this would be very cost effective accounting services. A motion was made by Elsbernd/Peterson to approve using Loucks & Schwart as the RHA fee accountant. Motion carried unanimously.

APPROVAL OF FY2017 BUDGET: Lori Brockway discussed the proposed Housing Choice Voucher budget for fiscal year ending June 30, 2017. A motion was made by Bakewell/Milks to approve the budget. Motion carried unanimously.

RESOLUTION FOR CHARGING INSPECTION FEE OF $50 TO OWNERS: 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 motion was made by Randee Koenig/Tucker to approve a re-inspection fee. A roll call to approve RESOLUTION 16-03 HOUSING QUALITY STANDARDS REINSPECTION FEE was carried unanimously.

CONSIDER THE APPROVAL OF SIGNATORIES TO FREEDOM BANK ACCOUNT: A motion was made by Engstrom/Milks to approve the updated signatories to Freedom Bank. Motion carried unanimously.

APPROVAL OF CODE OF CONDUCT POLICY: A motion was made by Gebel/Elsbernd to approve the Upper Explorerland RHA code of conduct. 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 October 1, 2016: Allamakee County – 53 families. Clayton County – 82 families. Fayette County – 177 families. Howard County – 51 families. Winneshiek County – 23 families. These numbers include handicap and disabled. We currently have 16 port-outs. Our lease up number is at 403.

SCHEDULE NEXT RHA MEETING: The next meeting is scheduled for December 8, 2016 at 1:00 pm.

FLOOR ITEMS: LouAnn Milks discussed the City of Oelwein taking on a Nuisance Abatement for garbage, vehicles, etc. of both rental properties and owner-occupied.

ADJOURNMENT: A motion to adjourn was made by Engstrom/Randee Koenig. Motion carried unanimously. The meeting adjourned at 1:53 pm.

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

Mary Huinker

Mary Huinker, Secretary