**RHA Meeting Minutes – December 8, 2016**

MEMBERS PRESENT: Jason Passmore, Michele Elsbernd, Shannon Gebel, Bernard Peterson, Megan Kohr, Steve Roach, Randee Koenig, Joyce Bakewell, Dennis Koenig, Charles Caroll, Vicky Osmundson and Mary Engstrom.

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

CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 1:02 pm by Chair Jason Passmore at UERPC in Postville, IA.

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

APPROVAL OF MINUTES: A motion was made by Randee Koenig/Elsbernd to approve the minutes of the 10/26/2016 meeting. Motion carried unanimously.

AUDIT PRESENTATION – HACKER, NELSON & CO., P.C.: Christi Meyer and Neil Schraeder from Hacker, Nelson & Co., P.C. attended the meeting to go over the Audit Report for the year ending June 30, 2016. There were no findings and overall had good results. A motion was made by Roach/Peterson to approve the audit. Motion carried unanimously.

APPROVAL OF UERHA ADMINISTRATION PLAN WITH 2016 UPDATES: Resolutions 16-03 Housing Quality Standards Re-Inspection Fee, 16-02 Certification of Assets and 16-01 SEMAP Certification were all passed this year and added to the administration plan. A motion was made by Gebel/Bakewell to approve the updates to the UERHA administration plan. Motion carried unanimously.

SEMAP SCORE UPDATE: Lori Brockway shared letters from the US Department of Housing and Urban Development regarding the Section 8 Management Assessment Program (SEMAP). UERHA's final SEMAP score for the Fiscal Year ending June 30, 2016 was 100% and the overall performance rating was High.

APPROVAL OF FINANCIAL REPORTS: Lori explained the financial reports from October and November. Jason Passmore requested that the December financials be emailed/mailed to all board members once they are done for a year-end report. A motion was made by Kohr/ Randee Koenig to approve the financial reports. Motion carried unanimously.

CONSIDER THE APPROVAL OF DISBURSEMENTS FOR PUBLICATION: A motion was made by Gebel/Elsbernd 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 December 1, 2016: Allamakee County – 56

families. Clayton County – 90 families. Fayette County – 182 families. Howard County – 56 families. Winneshiek County – 25 families. These numbers include handicap and disabled. We currently have 16 port-outs with 12 pending. Our lease up number was at 423. But, with an additional port-out, it brought our number of units up to 424.

SCHEDULE NEXT RHA MEETING: The next meeting is scheduled for January 26, 2017 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 1:37 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