RHA Meeting Minutes – December 6, 2018

MEMBERS PRESENT: Shannon Gebel, Bernard Peterson, Steve Roach, Pat Murray, Joyce Bakewell, Michele Elsbernd, Charles Carroll, Dennis Koenig, Mark Schmitt, Warren Fist, Mike Tucker, Gayle Decker, Megan Kohr, Randee Koenig, Denise Schneider, Jason Passmore and Gary Bowden.

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

GUEST PRESENT: Christi Meyer with Hacker, Nelson & Co., P.C.

CALL TO ORDER: The Upper Explorerland RHA meeting was called to order at 1:04 pm by Chair Jason Passmore at UERPC in Postville, IA. Board member introductions were done at this time as well.

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

APPROVAL OF MINUTES: A motion was made by Schmitt/Schneider to approve the minutes of the 8/16/18 meeting. Motion carried unanimously.

AUDIT PRESENTATION – HACKER, NELSON & CO., P.C.: Christi Meyer from Hacker, Nelson & Co., P.C. attended the meeting to go over the Audit Report for the year ending June 30, 2018. A motion was made by Dennis Koenig/Murray to approve the audit. Motion carried unanimously.

APPROVAL OF FINANCIAL REPORTS: Lori explained the financial reports from October 2018. The Fiscal year-to-date net profit (loss) as of October 2018 was $5,762.65. A motion was made by Schmitt/Randee Koenig to approve the financial reports. Motion carried unanimously.

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

SEMAP SCORE UPDATE: Lori Brockway shared a letter from the US Department of Housing and Urban Development regarding the Section Eight Management Assessment Program (SEMAP). UERHA's final SEMAP score for the Fiscal Year ending June 30, 2018 was 100% and the overall performance rated as a High Performer.

PROGRAM STATUS REPORT: Lori Brockway gave the Section 8 status report. Following are the numbers of units under contract with the RHA as of November 1, 2018: Allamakee County – 54 families. Clayton County – 83 families. Fayette County – 169 families. Howard County – 49 families. Winneshiek County – 19 families. These numbers include handicap and disabled. We currently have 6 port-outs. Our lease up number was at 383.

RESOLUTION TO APPROVE SIGNATORY CARDS AT FREEDOM BANK: A motion was made by Schmitt/Peterson to approve the updated signatory cards with Freedom Bank.

UPDATE THE REMOTE VALIDATION REVIEW OF THE VOUCHER MANAGEMENT SYSTEM (VMS): Lori reported on how the US Department of Housing and Urban Development's Quality Assurance Division identified areas where the Upper Explorerland RHA can improve the accuracy of it's VMS reporting.

SCHEDULE NEXT RHA MEETING: The next meeting is scheduled for February 28, 2019 at 1:00 pm in the Postville office.

FLOOR ITEMS: Lori wanted to announce she is leaving Upper Explorerland for a career opportunity in Arkansas.

ADJOURNMENT: A motion to adjourn was made by Murray/Dennis Koenig. Motion carried unanimously. The meeting adjourned at 1:54 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, Secretary