UERHA Board Meeting Minutes
March 14th, 2019

MEMBERS PRESENT: Jason Passmore, Gayle Decker, Amy Bouska, Shannon Gebel, Randee Koenig, Dennis Koenig, Warren Fisk, Joyce Bakewell, Michele Elsbernd, Steve Roach, Deb Stantic, Mary Engstrom, Mark Schmitt, Mike Tucker, Charles Carroll, Rhonda Klapperich and Jean Brockway, Ray Peterson, Sheila Bullerman

STAFF PRESENT: Rachelle Howe, Katie Nolte, Kayla Miller

GUEST PRESENT: None

CALL TO ORDER: The Upper Explorerland RHA meeting was called to order at 1:03 PM by Chair Jason Passmore at UERPC in Postville, IA. Board member and new staff introductions were conducted at this time.

APPROVAL OF AGENDA: Chairperson Passmore proposed to amend the agenda, switching items 3 and 4. A motion was made to approve the agenda as amended by Bouska/Decker. Motion carried unanimously.

APROVAL OF MINUTES: A motion was made by Engstrom/Fisk to approve minutes of the December 6th, 2018 meeting. Motion carried unanimously.

APPROVAL OF EXECUTIVE BOARD: A motion was made by Bakewell/Gebel to approve the current executive board to remain in place. The motion carried unanimously.

ELECTION OF OFFICERS: Motion made by Roach/Decker for Jason Passmore to remain Board Chair. Motion made by Roach/Decker to appoint Michele Elsbernd as Vice Chair. Motion made by Roach/Decker to appointment Katie Nolte or her designee as Board Secretary. All motions carried unanimously.

TERM RENEWALS: A motion was made by Fisk/Koenig to approve renewal of terms for members Roach, Sherman, and Schmitt. The motion carried unanimously.

VACANT SEATS: Chairperson Passmore explained the parameters for four remaining vacant seats and asked members to contact Katie Nolte, Rachelle Howe, or himself with suggestions for potential board members in the following communities: Lansing, Arlington, Fayette and Elkader.

APPROVAL OF RESOLUTION FOR SIGNATORY: A motion was made by Elsbernd/Gebel to approve Katie Nolte as a signatory for RHA. Motion carried unanimously.

AGENCY PLAN REVIEW AND APPROVAL: Rachelle Howe gave the board an overview of the of HUD's requirement for each RHA to prepare a 5-year agency plan and along with annual agency plan renewal. The annual plan for the upcoming year has been certified by IDEA and a public hearing was held for tenant comments. A motion was made by Fisk/Bouska to approve the plan. The motion carried unanimously.

CIVIL RIGHTS CERTIFICATION: The annual agency plan review requires submission of a civil rights certification. A motion by Fisk/ D. Koenig to approve certification was carried unanimously.

FINANCIAL REPORT UPDATE: Rachelle Howe presented the board with the financial status reports.

APPROVAL OF DISBURSEMENTS FOR PUBLICATION: A motion was made by Bouska/Decker to approve publication of disbursements. The motion carried unanimously.

PROGRAM STATUS REPORT: A report was presented to the board detailing the number of tenants/vouchers in each county. The waitlist has grown due to staff turnover however it is expected the number will decrease over the next quarter as new staff have been hired and are currently being training.

Rachelle Howe and Katie Nolte met with the Decorah Housing Authority to discuss the possible merger of their housing program into UERHA. Their program manager is retiring at the end of the calendar year. An invitation to join the next UERHA board meeting will be extended to continue discussions.

Conflict of Interest Statement: All board members were given the annual conflict of interest form to complete and sign.

SCHEDULE NEXT RHA MEETING: The next UERHA will be held June 20th at 1:00 PM at UERPC in Postville.

FLOOR ITEMS: Member Fisk engaged the committee in a discussion of housing/rental code standards. The discussion focused on the difference between HUD and various city codes and what assistance can be provided to help communities ensure safe affordable housing for their residents.

ADJOURNMENT: A motion was made by Decker/Bouska to adjourn the meeting at 2:00 PM. Motion carried unanimously.

Katie J. Nolte
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Katie Nolte, Acting Board Secretary