Upper Explorerland Regional Housing Authority

Board Meeting Minutes
Sept 17, 2020

MEMBERS PRESENT: Shannon Gebel, Ray Peterson, Bonnie Basemann, Jason Passmore, Randee Koenig, Amy Bouska, Mary Engstrom, Michele Elsbernd, Denise Schneider, Jane Tibbals, Joyce Bakewell, Maryann Humpal, Marty Stanbrough, Joe Pisney, Sheila Bullerman, Steve Roach, Charles Carroll

MEMBERS ABSENT: Warren Fisk, Mike Tucker, Gayle Decker, Bernard Peterson, Josh Dreps, Dave Hart, Theresa Sherman, Crystal Reddel, Dennis Koenig, Susan Scott, Mark Schmitt

STAFF PRESENT: Rachelle Howe, Heidi Hackman, Karine Schager, Kayla Miller, Casey Meyer

CALL TO ORDER: The Upper Explorerland RHA meeting was called to order at 1:02 pm by Chair Jason Passmore via Zoom Meeting Platform

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

APPROVAL OF MINUTES: A motion was made by Elsbernd/Koenig to approve the minutes of the 12/19/2019 meeting. Motion carried unanimously.

FINANCIAL REPORT UPDATE: Howe updated the Board on RHA financials and budget. A discussion was had about PPE, office preparation and supportive services. A motion to approve the Financial Report was made by Koenig/Humpal. Motion carried unanimously.

CONSIDER APPROVAL OF ITEMS FOR DISBURSEMENT: Hackman updated the Board on the disbursements. The month of June expenditures were higher due to Covid-19. Motion by Roach/Humpal to approve disbursements. Motion carried unanimously.

APPROVAL OF 2020 BUDGET: Howe went over the 2020 Budget. The budget looks the same but changed on site notes. R Peterson asked if the funds carry over. How said yes. 110 carrying over. Motion by Peterson/Bouska to approve the 2020 Budget. Motion carried unanimously.

APPROVAL OF 2021 BUDGET: Howe went over the 2021 Budget. The net amount is 1.8 million, the net is 271,000. Motion by R Peterson/Humpal to approve the 2021 Budget. Motion carried unanimously.

APPROVAL OF PIH NOTICE 2019-06 TO BE ADDED TO ADMINISTRATION PLAN AS AN ADDENDUM:
Hackman went over the proposed notice addendum request. Carbon monoxide detectors in the apartments was discussed. Board discussed wording and value of this addendum. Motion by Roach/Humpal to approve the PIH Notice 2019-06. Motion carried unanimously.

PROGRAM UPDATES:

- Karine Schager stated that staff are again resuming normal in-home inspections. Hold Harmless Agreements are being signed for all appointments as well as temperature checks of tenants and

requirements to wear face coverings of all present individuals in home during time of inspection.

- Cares Act Funding Update-Heidi explained financial status of HUD Cares Funds and how these funds are being utilized. Funds are being tracked separate than our normal operating funds. Heidi talked to other PHA's about using the Covid funds to make a more efficient online presence allowing people to check their status in the program and to print online applications. We are still in preliminary discussions with our software company. Benefits would include call reduction to office and a faster more efficient service offered to clients. We would still offer the same services to help any clients who do not have internet access.
- Voucher Utilization and Leasing up-Karine explained with our current budget we can lease up 70 more households. We are actively taking people off our waitlist to try to place as many as we can on the program now.
- Utility Allowances-Heidi explained that we went with a different organization to do our 2021 utility allowance. Resident Life is more expensive however they are very thorough and do the work we otherwise would have to do. We are expected the get the report soon.
- Rachelle Howe welcomed Heidi Hackman as the Housing Department Head. Casey Meyer is taking interim secretarial duties for this meeting and thanked her. She commented that Casey, Kayla and Karine were valuable team members that have helped through the transition.

FLOOR ITEMS:

SCHEDULE NEXT RHA MEETING: The last two meetings for the year are scheduled for October 29, and December 15th, 2020, at 1:00 p.m.

ADJOURMENT: A motion to adjourn was made by Pisney/ Fisk at 1:47 p.m. Motion carried unanimously.

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Casey Meyer, Acting Board Secretary