Upper Explorerland Regional Housing Authority

Board Meeting Minutes

October 29, 2020

Members present: Joyce Bakewell, Bonnie Basemann, Amy Bouska, Charles Carroll, Michelle Elsbernd, Mary Engstrom, Maryann Humpal, Jason Passmore, Ray Peterson, Susan Scott, Marty Stanbrough

Members absent: Sheila Bullermnan, Gayle Decker, Josh Dreps, Warren Fisk, Shannon Gebel, Dave Hart, Randee Koenig, Dennis Koening, Bernard Peterson, Joe Pisney, Chrystal Reddel, Steve Roach, Mark Schmitt, Denise Schneider, Theresa Sherman, Jane Tibbals, Mike Tucker

Staff present: Rachelle Howe, Heidi Hackman, Karine Schager, Kayla Miller, Casey Stone, Debbie Cook

Call to order: The Upper Explorerland RHA meeting was called to order at 1:01 pm by Chair Jason Passmore via Zoom Meeting Platform.

Approval of agenda: A motion was made by Baseman/Bouska to approve the agenda. Motion carried unanimously.

Approval of minutes: A motion was made by Elsbernd/Ray Peterson to approve the minutes of the 9/17/2020 meeting. Motion carried unanimously.

Financial report update: Hackman updated the Board on the RHA financials, the Financial Report for the month of September 2020 was sent to all Board members. Staff Schager and Miller updated Board on vouchers, our wait list, lease ups, and where we are at with HUD requirements. A motion to approve the Financial Report as presented was made by Bakewell/Engstrom. Motion carried unanimously.

Consider approval of items for disbursement: Hackman updated the Board on the disbursements. There were no questions. Motion by Bouska/Humpal to approve the disbursements. Motion carried unanimously.

TBRA Program Update: Hackman stated the TBRA were moved to the RHA voucher system. The State funds had been used up. Only 8 had been in that program. 11 vouchers were the max in the TBRA.

Approval of administration fee for Utility Allowance: Board and Staff discussed staff hours and the cost of obtaining this information. Motion by Ray Peterson/Carrol to approve fee of $50 for each request for copy of the Utility Allowance report. Motion carried unanimously.

Floor items: Hackman stated the Audit report would be available for the December meeting.

Schedule next RHA meeting: The next meeting is tentatively scheduled for December 15, 2020 at 1:00 p.m.

Adjournment: A motion to adjourn was made by Ray Peterson/Stanbrough at 1:36 p.m. Motion carried unanimously.

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Debbie Cook – Acting Secretary