RHA Meeting Minutes – December 15, 2020

MEMBERS PRESENT: Joyce Bakewell, Bonnie Basemann, Amy Bouska, Sheila Bullerman, Michelle Elsbernd, Randee Koenig, Dennis Koenig, Jason Passmore

STAFF PRESENT: Karine Schager, Kayla Miller, Casey Stone, Heidi Hackman, Rachelle Howe, Katelyn Peterson

CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 1:01 pm by Chair Jason Passmore via Zoom.

APPROVAL OF AGENDA: A motion to approve the agenda was made by Joyce Bakewell and seconded by Amy Bouska. Motion carried unanimously.

APPROVAL OF MINUTES: A motion was made by Michelle Elsbernd and seconded by Randee Koenig to approve the minutes of the 10/29/2020 meeting. Motion carried unanimously.

AUDIT PRESENTATION: Christi Meyer with Hacker Nelson reviewed the 2020 Audit. Explained that deferred expenses were up due to the CARES Act money for COVID and the gain of the low-income properties in Decorah. There was one finding but it had already been corrected by reimbursing tenant. Randee Koenig made a motion to approve the audit report and Joyce Bakewell seconded. Motion carried unanimously.

FINANCIAL REPORT: Heidi Hackman gave overview of the financial report. 2020 leasing is not up to where they were wanting it to be, but they have been working with HUD Profile Manager to continue to lease up new applicants. December's lease up is at 439 and by next meeting numbers are expected to be higher. HUD has extended the use of the $124,470 given, in CARES Act money, to be spent through December 2021. We currently have $99,350 left to spend. Bonnie Basemann made a motion to approve the financial report and Amy Bouska seconded. Motion carried unanimously.

CONSIDER APPROVAL OF ITEMS FOR DISBURSEMENT: Heidi Hackman discussed that CARES Act money was used for new computers for staff, IT support, and the new TV in the large conference room for meetings and training. Joyce Bakewell made a motion to approve disbursement and Randee Koenig seconded. The motion carried unanimously.

DISCUSSION OF OFFICER APPOINTMENTS: Bonnie, Dave, Warren, Shannon, Crystal, and Joyce are all up for reappointment. Joyce has asked to not serve another term. Bonnie agreed to serving another term. Heidi will be reaching out to the others to see if they would like to serve another term on the board. Bonnie will ask at the next Clayton City Council meeting if someone wants to represent the city. It was agreed upon to wait until 2021 to discuss the executive board appointments.

DISCUSSION FOR APPROVAL TO MOVE TO MRI CLOUD CONNECT SERVICES: Rachelle Howe discussed that our previous department head had suggested moving to cloud services about a year ago. It was put off as we needed to get ready in house to make those kinds of changes. Heidi explained that MRI is our current software company and moving to the cloud would create less liability for UERPC. If we work remotely again the security would be there through MRI systems. It was also mentioned that eventually, MRI will be requiring us to switch over to the cloud. The transition will cost $14,786 per year and we are currently

paying $11,916 a year. Amy Bouska made the motion to go forward with installing the cloud software now and Michelle Elsbernd seconded. Motion carried unanimously.

DISCUSSION FOR APPROVAL OF OFFICE REMODEL: Rachelle Howe went over how we would like to build the walls up to ceiling for offices to create more privacy for staff and for those that we rent office space out to in the Postville office. We would also need to put in some heat runs and false ceilings. We have had a few different people give us bids and the costs are going to run between $15,000 to $20,000. We would use the COVID funds that we received to help pay for this remodel. Heidi spoke to the finance person for HUD and he said that this would-be acceptable usage of the money. RHA staff utilize 4 of the 6 offices currently. Amy Bouska made the motion to move forward with the remodel, using up to $20,000 of COVID funds, for the Postville office. A second was made by Randee Koenig. The motion carried unanimously.

RESOLUTION TO APPROVE HQS SAFETY REQUIREMENTS FOR INSPECTIONS: Karine Schager discussed that after a new HQS training, they learned of new life-threatening conditions that need to be added to the admin plan. These conditions, if found, require a 24-hour reinspection of the property. Letters that go out to landlords and tenants will be updated to reflect these changes and sent out two weeks prior to the inspection. Friday inspections are going to be avoided if possible, in case of a 24-hour reinspection is needed. Joyce Bakewell made a motion to approve adding the new safety requirements to the admin plan and Bonnie Baseman seconded. Motion Carried unanimously.

PROGRAM STATUS REPORT: Kayla Miller gave the Section 8 status report. Following are the numbers of units under contract with the RHA as of December 7, 2020: Allamakee County – 59 families. Fayette County – 168 families. Clayton County – 81 families. Howard County – 52 families. Winneshiek County – 77 families. These numbers include handicap and disabled. We currently have 16 port-outs. Our lease up number is at 437. Our lease up capacity is 493 units but this will not be able to be fully attained due to the number of Port outs we have.

SCHEDULE NEXT MEETING: The next meeting is scheduled for January 26, 2021 at 1:00 pm.

FLOOR ITEMS: Heidi introduced Katelyn Peterson as the new front desk person and UERPC and new secretary for the board. Jason Passmore noted that the housing summit at NICC in January has been postponed due to COVID and they are hoping to reschedule for some time in March.

ADJOURNMENT: A motion to adjourn was made by Amy Bouska and seconded by Dennis Koenig. Motion carried unanimously. The meeting adjourned at 1:51 pm.
The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any errors or omissions.

_Katelyn Peterson_____
Katelyn Peterson, Secretary