

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 19, 2016 7:00 a.m.

Members Present, Stewart Coulson, Jeremy Heyer, and Carol Tyler. Absent: Jenna Haglund & Eric Miller. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 6:59 a.m.

Public Comment. None

Amend-Approve Minutes of March 17, 2016 & April 5, 2016. On motion by Tyler and second by Coulson, the minutes of March 17, 2016 & April 5, 2016 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that other than routine expenses there were payments made for the purchase of the door knobs and the North Cedar Terrace construction project. Coulson motioned, Tyler seconded the motion to approve payment of the revised bill listing totaling \$167,028.66. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Hearing to Approve Agency Plan.

Tyler motioned to open the hearing, Coulson seconded the motion and the hearing was declared open.

Filing of Affidavit of Publication. The notice of public hearing was published in the Charles City Press on 03/07/2016. Confirmation of publication was provided in the agenda.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented. Coulson asked if it was usual to not have any comments and Nielsen stated that it was even though the hearing notice was published and posted.

Motion to Close Hearing. Coulson moved to close the hearing and Tyler seconded the motion. Roll call: Ayes: Coulson, Heyer, Tyler. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 04-16 Approval of Revised Five-Year Plan.

A motion by Coulson was made to approve Resolution 04-16. Tyler seconded the motion. Roll call: Ayes: Tyler, Heyer, and Coulson. Nays: None. Motion carried on roll call vote.

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2016 were presented to the board for their review. Nielsen stated that the necessary budget revisions have been identified and sent to City Hall and once approved by the City Council, the revisions will be sent to C. Naber to prepare the revised budgets.

Approve Purchase of Additional Software Modules. Nielsen explained the current process required to make the landlord payments which would be streamlined with the use of the new payment modules. In addition, Nielsen also informed the board that with the current modules there is no way to retrieve historical data. The request was also made to purchase the assistance check module to reduce staff time by allowing participants and landlords to access their records. Even though the purchase will increase the annual support fees Nielsen requested approval to purchase the modules. Coulson stated that the extra costs didn't seem that much compared to the benefits. Coulson made a motion to purchase the modules, and Tyler seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Consider Resolution No. 05-16 Approve Change Made to Admission Requirements. Nielsen explained the reasoning behind eliminating the requirement of applicants 18 and older to provide birth certificates and that the Resident Advisory Board also discussed it and agreed with the decision. A motion by Coulson was made to approve Resolution 05-16. Tyler seconded the motion. Roll call: Ayes: Tyler, Heyer, and Coulson. Nays: None. Motion carried on roll call vote.

Approve Staff to Attend Seminar. Nielsen requested permission to attend a training on prevailing wage rates by the Department of Labor, and explained that this is an extremely complex area and the training will help clear up some confusion. Since there is no fee being charged for the training, Nielsen stated that the cost to attend would be under \$600 which would cover meals and lodging. Coulson asked for an explanation of prevailing wage rates which was provided by Nielsen. Coulson made a motion to approve the training, and Tyler seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Discuss Receipt of Enhanced Vouchers. The board was given a brief explanation of what an Enhanced Voucher is and HUD's request for CCHRA to take over the additional vouchers. Nielsen explained that it made more sense for CCHRA to administer the vouchers so we did not have two different housing authorities operating within the city limits. Since this is a matter that must be approved by the City Council, the information was presented to inform the Board of the matter and get their response.

Executive Director Report. Nielsen updated the board on the search for new hearing officers, the lack of response from HUD on clearing the audit findings, and that the City Council had approved the request to award the audit contract to Collins & Associates. Nielsen also discussed the on-going difficulties with bed bugs and the plan of action. Finally, Nielsen informed the board on the progress that had been made with the updated purchasing policy.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director