

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
July 22, 2016 7:00 a.m.

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:05 a.m.

Public Comments. None

Amend-Approve Minutes of June 16, 2016. Haglund moved, Tyler seconded the motion to approve the minutes of June 16, 2016 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Haglund moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$153,673.21. Ayes:3, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that we ended the year as expected and were under budget. There were no other comments and no action was necessary.

Certification of Net Restricted Assets for FYE 06/30/2016. Nielsen explained that housing authorities are required to track the amount of interest earned on net restricted assets (excess funding for housing assistance payments) and pay everything in excess of \$500 to HUD after the end of the fiscal year. HUD has provided the certification so the auditors can determine program compliance. For the past fiscal year, the amount of interest earned was only \$ 287.07. Tyler motioned to approve the certification. Haglund seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Director's Report. Nielsen informed the board that the housing authority was eligible to receive an additional \$21,335 in set-aside funding under portability. However, due to the excess reserves in program funds held, HUD would be offsetting the set-aside amount and we would not be receiving any additional funds. Nielsen also provided an update on the progress of the new software modules. The board was also informed that the candidate for the new full-time maintenance position has met all requirements under the conditional job offer and started full-time on July 21, 2016. Also discussed were the status of the audit findings from 13/14 with HUD. Nielsen stated that she will be following-up with HUD to make sure that they clear the finding. The last item reported on was the admin fee study for the voucher program. The board was updated on the status of the fee increase and they were told that the soonest we would see the increase would be 2018.

Tyler brought up concerns with the water usage and questioned whether or not the bills had increased. Staff was unaware of any large increase but will look into it.

Being no further business, Tyler moved, Haglund seconded the motion to adjourn. Ayes: 3, Nays: 0. Motion carried and meeting adjourned at 7:44 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director