

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
January 19, 2017 7:00 a.m.

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 15, 2016. Tyler moved, Coulson seconded the motion to approve the minutes of December 15, 2016 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$86,125.78. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action required.

Old Business. None.

New Business.

Review Financial Reports. The reports were reviewed. Nielsen reviewed which accounts requiring a budget revision. there were no questions and no was action required.

Resolution 01-17 Approving Procurement Policy. Nielsen reviewed the history of the Housing Authority and the intended role of the Board. Then the reason for the revision to Chapter 27 of the City Code in regards to the power and role of the Board was explained. The changes to the revised Procurement Policy were reviewed and Nielsen stated that the policy was the same policy which was presented at the previous meeting with the exception of the dollar amounts requiring either Board or City Council approval. Nielsen informed the board that while not a requirement, the approved policy would be send to HUD for approval also. It was noted that Resolution 01-17 was incorrectly referred to as 021-17, which will be corrected. Coulson made a motion to approve Resolution 01-17 as corrected. Miller seconded the motion. Ayes: Heyer, Miller, Coulson, and Tyler. Nays: 0. Motion carried on role call vote.

Accept Audit Report for FYE 06/30/2016. Brad Berthiaume from Collins & Associates was called and placed on speakerphone. He reviewed the audit report. He said that the Governance Letter was provided to inform the Board of Collins & Associates responsibilities for the audit. Mr. Berthiaume also explained that the audit resulted in an Unmodified Opinion and they encountered no difficulties with the audit. The Management's Discussion and Analysis was discussed and that the purpose was to provide a comparative analysis of the audit and is used to assist readers with the comprehension of the audit and noted that there was a \$172,173 increase to the Net Position from the previous year. He reviewed the financial statements and explained that even though it appears that the expenses

exceeded the revenues by \$14,593 the deficit was caused by the depreciation expense which is not actually an outlay of cash. Under the Notes to the Financial Statements, he specified that there were no new accounting policies and the prior period adjustment of \$186,766 was done to correct the capital fund equity account, which was recorded by the previous auditor. In the Independent Auditor's report on internal control he stated that there were no deficiencies. Mr. Berthiaume reviewed the Schedule of Federal Expenditures and stated that the Housing Choice Voucher Program was a major program. He informed the board that the report regarding compliance with program regulations was an important report and there were no instances of non-compliance. He reviewed the final report and stated that because the Housing Choice Voucher Program was considered a major program, it was tested to determine compliance. He reported that there were no findings in regard to internal control over the financial statements and federal awards. The last page of the report identified any findings with the previous audit. There were no questions from the Board and the call was ended. Nielsen clarified that while the report only identified \$19,000 in excess HAP funds; the difference between that amount and the balance previously reported of \$140,00 was due to the amount of reserves being held in HUD's accounts. In addition, she explained that most of payables recorded were because the City paid the Authority's bills from the City bank account and transferred the funds from the Authority's bank account to the City's the following month. Miller motioned to accept the audit report and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Directors report. Nielsen informed the board that there will be an ad in the paper to fill a vacancy in the maintenance department.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried and the meeting adjourned at 7:34 a.m.

Charles City Housing and Redevelopment Authority

---

Jeremy Heyer, Board Chairperson

ATTEST:

---

Heidi Nielsen, Director