

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
October 23, 2020 7:00 a.m.  
**SPECIAL MEETING**

Members Present: Jeremy Heyer, Brandon Franke, Joel Farnham, Beth Diers, and Linda Klemesrud. Absent: None. Others present Heidi Nielsen and Stacy Cleveland, staff; Chief Anderson, CCPD and Phil Knighten, CC Council Member .

Call to Order. Chairperson Heyer called the meeting to order at 7:01 a.m.

New Business. Discuss options for replacement of Executive Director.

Nielsen reviewed the options and process to transfer the vouchers and explained to board that Stacy Cleveland was to be named Interim Director. Nielsen stated that the Housing Rehab Program would most likely be transferred to NIACOG since the City is already contracting with them for some of the administrative functions. The board discussed the advantages and disadvantages to the transfer of vouchers and keeping the agency as is and hiring a replacement for both programs. Chief Anderson addressed the board and expressed his concerns of losing local control of the program regarding the enforcement of program rules and regulations. Franke agreed and asked if NIRHA would be able to monitor the vouchers with such a large area served. The board also discussed the probability of being able to hire a director from outside of the agency with the proper skill sets. Chief Anderson stated that the PD has been using Indeed to advertise job openings and they receive a large response to openings versus advertising in the paper. Diers asked about what minimum requirements there are to the position. Nielsen stated that prior experience was most important and that a college degree really was not necessary, but most agencies require that the director have a Public Housing Management Certification or require it within so many months of being hired. Nielsen stated that the program participants would miss having a local office, but with COVID restrictions and conducting business virtually most would be able to adapt well. Nielsen also pointed out that if the voucher program were gone it would have an impact on the number of employees needed. Chief Anderson was concerned about the loss of income to the City from the Community Police Position and the Section 8 inspections. The group consensus was that the City should pursue hiring an Executive Director and keep the Section 8 Program. Nielsen stated that Cleveland could choose to apply for the position, and she expressed concern about hiring and training a replacement for her position if she were to take the director position. Knighten suggested the City investigate options for replacing both positions depending on which direction Cleveland chooses. Nielsen stated that she would relay to the City Council the board's desire to keep the voucher program and hire a replacement for the director position to cover both the Public Housing and Voucher programs.

Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried, and the meeting adjourned at 7:50 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director