

# CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes  
October 21<sup>st</sup>, 2021 @ 7:00 AM

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**Members Present:** Jeremy Heyer, Linda Klemesrud, Brandon Franke. **Absent:** Beth Diers and Joel Farnham.  
**Others Present:** Katie Nolte.

**Call to Order.** Board Chairperson Heyer called the meeting to order at 7:07AM

**Public Comments.** None

**Amend-Approve Minutes of September 2021 Board Meeting.** Franke motioned to approve the minutes as presented. Klemesrud seconded. Ayes: 3, Nays: 0. Motion carried.

**Amend-Approve October 2021 Agenda** Klemesrud motioned, Franke seconded to approve the agenda as presented. Ayes: 3, Nays: 0. Motion carried.

**Approval of Bills.** Nolte stated that all bills were routine in nature. Franke moved, Klemesrud seconded the motion to approve payment of the bill listing totaling \$119,208.22 Ayes: 3, Nays: 0. Motion carried.

**Public Hearing:** A public hearing was held for public housing rent adjustments and HCV Payment Standards that will go into effect January 1 2022. Board Chair Heyer opened the public hearing at 7:11 AM. The affidavit of publication was presented dated October 12<sup>th</sup> 2021. No written comments were received prior to the meeting and no verbal or written comments were received during the hearing. Klemesrud motioned to close the hearing at 7:15 AM.. Franke seconded. Roll call was taken: Franke-aye, Klemesrud-aye, Heyer-aye. Nays-0.

**Communications.** Items under Communications were reviewed which included Section 8 utilization, and public housing rental status tracker. As of October 1<sup>st</sup>, there are 168 vouchers (of our allocated 207) under lease, down 6 from last month. The HCV program is leased up at 83% and utilizing 101% of HAP funds. Public Housing is at 98% Occupancy. An update was also provided on the North Cedar Terrace electrical upgrade and safety and security project. A preconstruction meeting was held in October and Stanton Electric will be providing an updated project schedule as it becomes known. Nolte updated the board on the PHADA lawsuit status. The government is not pursuing any additional appeal options and Coan and Lyons will be working with the Treasury Department to issue payments to the 500 plus participating agencies. She also presented the board with a template for an Emergency Response Plan. CCHRA does not have one in place at this time. Floyd County does not have an updated/approved ERP at this time. Data from that plan is needed to complete an agency plan. Once all the data is available she will be working to put together a draft plan to presented to the board. A brief discussion was had regarding CCHRA's banking and best practices.

**Old Business.** None

**New Business:**

**Review Financial Reports.** The reports were reviewed. Klemesrud motioned to approve. Franke seconded. Roll call was taken-Ayes-3, Nays-0. Motion passed unanimously with no further discussion.

**Executive Director's Report.** Nolte provided an update on staffing and training. Nolte will be attending a procurement certification training in November. Dustin and Jason are scheduled to complete Lead Sampling Tech/Inspector trainings in July. Nolte also discussed the potential to have a board member serve as hearing officer which would require training. Several other agencies use the board chair as the hearing officer. CCHRA currently utilizes ED's from other agencies to conduct hearings.

**Motion to Adjourn.** Being no further business, Klemesrud moved, Franke seconded the motion to adjourn the meeting at 7:37 am. Ayes-3. Nays- 0. Motion carried, and the meeting adjourned.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Board Chairperson

ATTEST:

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Katie Nolte, Director