

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 17, 2019 7:00 a.m.

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

Call to Order. Board Vice-Chairperson Tyler called the meeting to order at 7:04 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 20, 2018. Miller moved, Klemesrud seconded the motion to approve the minutes of December 20, 2018 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Board Chairperson Heyer arrived. Nielsen stated that all bills were routine in nature. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$90,005.34. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the capital funding, rehabilitation grant, computer software upgrade, government shutdown, Section 8 utilization, rental status, and end of participations. No action was required.

Old Business. None.

New Business.

Review Financial Reports. The reports were reviewed. Nielsen stated that six months into the year, the spending was where it should be except for the portability expense and voucher sundry expenses and stated that there would likely be a budget revision done for them. The board discussed the higher than normal interest income in the public housing program. There were no questions with no action being required.

Set Public Hearing and Discuss Changes to Admin Plan/ACOP. Nielsen reviewed the proposed changes including the requirement under HOTMA to set a minimum heating standard in the public housing units. The temperature in the agenda was corrected from 68-degrees to 65-degrees to reflect the 65-degree minimum requirement. The method of application to the program was also discussed to include the on-line application and the method of verification of identity or eligibility which will be verified when the applicants reach the top of the list instead of at application time. Miller asked if on-line applications will ever be required and Nielsen explained that it would not be an option because it would restrict program access to some of the applicants. Also discussed was a change to reduce the period of ineligibility to one year from three for minor program violations that don't show intent to fraud the program. Nielsen listed examples which included things like moving without notice, not providing required documents, and failure to keep appointments and complete renewal process. Miller inquired about the possibility of a lower time of only 6 months and Nielsen stated that it would be too short because most people don't typically inquire about applying again until after about a year and a half. Nielsen explained that 1-year might also be a little too short but felt that it would make the participants accountable without creating a hardship and allow the program to use more vouchers.

Another change was discussed to split the waiting list for the Terrace into two lists. Nielsen stated that this change was necessary because the on-line application process would not allow for preference of one site over another. Nielsen also stated that applicants would be able to apply for all lists if they chose to do so and told the board that this change also requires approval from HUD, but the government shutdown would delay the change. Due to this Nielsen expressed the desire to go ahead with the change since the change was favorable to the applicants. The Board also discussed the request to change the terms for repayment agreements. Nielsen inquired about not allowing repayment agreements when the amount owed to the HA was under \$100, which would reduce the time to process and collect the debt. The final change involving the criminal background screening was discussed. Nielsen reviewed the evolution of the program requirements for the reviews. The board was informed of the newest requirement to review each applicant with felony convictions on a case-by-case basis, which would eliminate a blanket policy to ban convicted felons for three years from the conviction date. Miller asked if there would be a need to get work with an attorney to determine who would be ineligible. Nielsen replied that most of the time it would not be necessary because the type of felony would be used to make the determination and explained that violent or drug related felonies would be used as the standard to deny or terminate assistance. The board was also told that there have been instances in the past where advice was sought from legal counsel. Klemesrud asked if it would have any effect on those on the Sexual Offender Registry and Nielsen explained that a lifetime denial would still be applied to those who were on the lifetime registry. Nielsen also stated that the only other lifetime ban would be applied to those who were convicted of the sale or manufacture of meth on a federal assisted unit. Nielsen stated that the changes will require a public hearing and it was set for March 21st. Action will be taken on the changes after the public hearing.

Review Fee Accountant Proposals and Make Recommendation. Nielsen discussed with the board the need to secure a new fee accountant and they reviewed the proposals submitted from HA Accounting Specialists and Loucks & Schwartz. Nielsen stated that the monthly fees were only \$2.00 a month difference and with both firms having the necessary experience and handle only the accounting for housing authorities. The only negative for HA Accounting Specialists was their reluctance to give set prices for the extra services, their references were all good. Nielsen also stated that a local HA recently contracted with Loucks & Schwartz to do their accounting and they haven't gotten the service that they were expecting. Due to this Nielsen requested that they recommend approval of HA Accounting Specialists. Miller made a motion to recommend HA Accounting Specialists and it was seconded by Tyler. Ayes: 4, Nays: 0. Motion carried.

Approve Renewal of Contract with the DIA. Nielsen requested approval of the 28E agreement with the state to assist with fraud investigations. Nielsen explained that the agreement must be renewed annually, and the hourly rate will remain the same under the new agreement. The advantages of the agreement were also discussed. Miller moved to approve the renewal and it was seconded by Klemesrud. Ayes: 4, Nays: 0. Motion carried.

Resolution 01-19 Approving Civil Rights Certification. Nielsen explained the requirement for the certification. Miller a motion to approve Resolution 01-19. Tyler seconded the motion. Ayes: Heyer, Klemesrud, Miller, and Tyler. Nays: 0. Motion carried on roll call vote.

Increase Laundry Fees. Nielsen proposed a rate increase to dry a load of laundry stating that the goal wasn't to make money, but to earn enough to cover the utility costs. Tyler pointed out that the cost to wash a load was only \$1.25 not the \$1.50 as listed in the agenda. Tyler also asked about the reserved laundry hours and Nielsen explained the purpose. Then 20% sewer rate increase was discussed, and Miller suggested that we increase the washing to \$1.50 to cover that increase.

Nielsen stated that it would be better to adopt the increase beginning March 1st to allow for time to notify the residents, and to get the machines programmed to require the increase. Tyler made a motion to increase the laundry fees to \$1.00 to dry and \$1.50 to wash beginning March 1, 2019. Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Directors report. Nielsen gave an update on the lawsuit with HUD stating that the Judge denied the Governments motion to dismiss and ordered them to file their response to our motion for summary judgment no later than January 17th. However, due to the government shutdown they have been given an extension to 30 days from the end of the shutdown.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:57 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director