



BOARD MEETING MINUTES

Thursday, February 17th, 2022

Members Present: Jeremy Heyer, Linda Klemesrud, Joel Farnham, Beth Diers and Brandon Franke. Other's Present: Katie Nolte

Call Meeting to Order. Board Chairperson Heyer called the meeting to order at 8:02 AM.

Public Comment. No public comments received.

Amend-Approve Minutes of the December 2021 Meeting. Diers moved to approve the minutes as presented. Klemesrud seconded. Ayes: 5, Nays: 0. Motion carried.

Amend-Approve February board meeting agenda. Klemesrud moved to approve the agenda as presented. Franke seconded. Ayes: 5 Nays: 0. Motion carried.

Approval of February Disbursements. Nolte stated the bills were routine in nature. Diers moved, Franke seconded the motion to approve payment of the bill listing totaling \$121,441.25.

Communications. Items under communication were discussed including Section 8 utilization, public housing occupancy, capital projects and CDBG project(s) status. Nolte stated CCHRA utilization continues to be despite efforts to lease up new tenants. She requested a SEMAP waiver thru the expedited process HUD is providing due to COVID. 30 people were pulled of the waitlist this month. Public Housing Occupancy is at 95%.

Nolte informed the board of the new project schedule for the NCT electrical project and updated them on the discussions with Omnitel regarding fiber connections at all three public housing sites. Katie will work with

Old Business. None

New Business.

Review and Approve Monthly Financial Reports. The reports were reviewed. Farnham motioned to approve, Diers seconded. Ayes: 5, Nays: 0. Motion passed with no further discussion.

Election of Officers: Klemesrud moved to reappoint Jeremy Heyer as board chair, Farnham seconded, ayes: 5 Nays:0. Farnham moved to reappoint Beth Diers as Vice Chairpoerson, Klemesrud seconded, Ayes: 5 Nays: 0.

Executive Director's Report. The compensation and classification study along with the salary step scale were reviewed by the board. The board would like to formally adopt the compensation matrix for housing staff. Katie will discuss with the city administration on whether council action is required. She stated that she had started discussions with the city regarding moving to writing direct costs checks and HAP payments out of the CCHRA checking account instead of the city's general fund with transfers out of the CCHRA account. She plans to pick up this discussion once budget season closes out in March. Nolte presented the board with a draft of Articles of Incorporation for a new non-profit that had been previously discussed. It was decided the name of the organization would be Charles City Betterment Foundation.

Move to Adjourn. Being no further business, Farnham moved, Klemesrud seconded the motion to adjourn the meeting at 8:48 AM. Ayes: 5, Nays: 0. Motion carried and the meeting was adjourned.

Charles City Housing & Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Katie Nolte, CCHRA Director