

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
July 16, 2015 7:00 a.m.

Members Present: Jeremy Heyer, Jenna Haglund, Eric Miller, Stewart Coulson, and Carol Tyler.  
Absent: None. Others present: Officer Bill Vetter, CCPD; and Heidi Nielsen, staff.

Call to Order. Board Chairperson Heyer called the meeting to order at 7:00 a.m.

Public Comments. Officer Vetter addressed the board to update them on the progress which has been made as a result of our partnership and he expressed his gratitude to the Housing Department for the financial contributions made to make his position with the City possible.

Amend-Approve Minutes of June 18, 2015. Miller moved, Taylor seconded the motion to approve the minutes of June 18, 2015 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$68,169.46. Heyer requested more information on the payment made to CDW-G. Nielsen stated that it was for the firewall on the computer system and CDW-G provides government rates for information technology. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including a few new financial worksheets to provide the board with a better picture of leasing and funding levels under the Section 8 program. No action was taken was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that we ended the year as expected and the fee accountants will have the financial submission ready before the end of August. There were no other comments and no action was necessary.

Discuss Revisions to the Criminal Background Policy. Nielsen explained to the board that while HUD requires a criminal background review be done on applicants and participants, how stringent the policy is, is up to the discretion of the housing authority. The history of how the policy on assaults has evolved was reviewed to give the board an understanding of why the request to remove simple assaults from the policy was being made. Nielsen stated that there are limitations beyond the control of the individuals which make access to any kind of anger management program almost impossible. Haglund added that there are not only financial barriers, but also transportation barriers. She also stated that most people who commit simple assault do not go on to reoffend. Those few who have issues with anger will have a history of assault convictions. It was suggested that we set a limited number of simple assault convictions during a limited timeframe such as only allowing one per year. Nielsen will discuss the suggestions with the rest of the staff to determine if the changes to the policy are feasible. It was stressed that all felony convictions or assault convictions which result in injury or involve the use of weapons will still remain a factor in determining program eligibility. The revised policy will be presented to the board at the August meeting for adoption. No formal action was taken.

Certification of Net Restricted Assets for FYE 06/30/2015. Since housing authorities are required to track the amount of interest earned on net restricted assets (excess funding for housing assistance payments) and pay everything in excess of \$500 to HUD after the end of the fiscal year, the purpose of the certification is to provide the auditors with the necessary information for program compliance. For the past fiscal year the amount of interest earned was only \$124.44. Nielsen explained to the board that HUD is not requiring the certification. Haglund motioned to approve the certification. Coulson seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Review PIH Notice 1996-33 Regarding Investment Policies. The necessity of the review is due to an audit finding related to the General Depository Agreement. The board reviewed the notice and the City's Investment Policy. Nielsen explained that currently the City is only allowing us to keep the funds in an interest bearing checking account. The suggestion was made that we speak with the City again about the possibility of investing some of our reserves. Haglund asked if the City periodically requests proposals from other area banks to make sure that we are getting the most favorable terms. Nielsen stated that the City reviews the banking information and requests proposals every three years and that in the past 14 years we have used three different banks. No formal action was taken.

Director's Report. Nielsen informed the board that pending litigation regarding a complaint made against the Director and the Housing Authority is still under review. She explained that once there is more information available, the matter will be added to the agenda and will be reviewed in a closed session.

The board was also informed of a new ruling regarding Affirmatively Furthering Fair Housing, which will require action on the part of the Housing Authority. More information will be available at a later date.

Being no further business, Haglund moved, Miller seconded the motion to adjourn. Ayes: 5, Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director