

I. CALL TO ORDER AND ROLL CALL

Chairman McMaster called the Regular Public Housing meeting to order at 11:32 AM.

Members Present: Donna McMaster, Chairperson; Becky Cusey, Commissioner; Heidi Durand, City Council Liaison
Greg Lemke, Vice-Chairman

Members Absent: Terry Braun, Secretary; Linda Bowie, Commissioner

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator;

II. REQUEST APPROVAL OF FEBRUARY 28, 2012 REGULAR MEETING MINUTES.

Cusey moved, seconded by Lemke to approve the Minutes of February 28, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

Lemke moved, seconded by Cusey to approve the payment of bills as presented. All votes were in favor. Motion Carried.

Roe pointed out that the PHA check total amount is a lot larger by about \$60,000. \$29,000 of that is our PILOT (payment in lieu of taxes) that we pay to the county in March. Also, our Housing Authority Insurance becomes due in March and that was \$29,771.

IV. AGENDA AMENDMENTS

A. Request for Travel Training

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. MPHA Code of Conduct

Roe stated that the code of conduct had to be in place because we hired Dara Lee from Clay County HRA to write a grant for us. The grant is for a ROSS Coordinator and this grant requires that the code of conduct be part of the grant paperwork.

The Code of Conduct will go into the policy.

B. Review Update on Electrical Project Riverview Heights

Roe stated that we had a second change order, and we may have one more today. The electricians are taking out all the old wiring from the bus duct and also in the apartment living rooms and bedrooms. We will have one more meeting with the architect and electricians and this project will be done. We are about 2 weeks ahead of schedule.

C. Request Approval of Program Budgets

Roe state that she met with Commissioners McMaster and Bowie, who were the budget committee. The budgets were presented as you see it here, but they also saw all of the backup information and approved of it. One of the major things Roe wanted to point out is that the travel budget has been quadrupled. In the past we were spending very little on training. Roe would like to see more staff training to stay up to date with all the HUD changes.

Roe also asked all the commissioners to keep in mind the PHADA conference being held in January in San Diego. Roe asked if one or two commissioners could plan to attend that training. She went on to say that it came very well recommended by Mr. Goodwin.

McMaster stated that she and Bowie were in total agreement with the staff training, and with everything changing on the national and local level training is necessary just to keep up.

Lemke moved, seconded by Cusey to approve the Public Housing Operating and other Program Budgets. All votes were in favor. Motion Carried.

D. Request for Travel and Training

Roe stated that Jill Elliot from Fargo Housing has invited our staff to join them at their North and South Dakota NARHO Conference in Fargo. Roe asked to send at least 3 staff members. Some of the major topics being covered are background checks and Section 8.

The other training being requested is to send our Maintenance Supervisor to Wisconsin, Dells for Housing Quality Standard's training as well as certification to do housing inspections.

Cusey moved, seconded by Lemke to approve sending staff to training. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

Roe stated that the City Finance office asked why we did not pay specials and we have never paid specials. The new city attorney sent back a response stating that the Public Housing Agency does have to pay specials. So we will begin paying specials.

The Board directed Roe to seek another opinion, and check with other housing agencies about if they pay special assessments.

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:01 PM.

Donna McMaster - Chairman

Terry Braun – Secretary