

I. CALL TO ORDER AND ROLL CALL

Chairman McMaster called the Regular Public Housing meeting to order at 11:33 AM.

Members Present: Donna McMaster, Chairperson;
Greg Lemke, Vice-Chairman; Linda Bowie, Resident
Commissioner; Heidi Durand, City Council Liaison;
Terry Braun, Secretary

Members Absent: Becky Cusey, Commissioner

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator; Dara Lee,
Clay County Housing Executive Director

II. REQUEST APPROVAL OF JULY 31, 2012 REGULAR MEETING
MINUTES.

Bowie moved, seconded by Braun to approve the Minutes of July 31, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Ross Grant Award

Roe stated that we hired Dara Lee to write our Ross Grant and we were one of the four agencies in the State of Minnesota that received the grant and we would like to thank Dara Lee for writing the grant.

Lee stated that we are looking for anyway that we can work together and I think that this will be a benefit for your agency and all the residents that we serve. Our FSS Coordinator asked me to share with you is that our agency and Fargo Housing are working on collaborating a joint advisory committee. One of the requirements is that there is a coordinating committee that coordinates resources available for folks and rather than replicating what everyone else is doing if you would like to be part of that and also the grant encourages that type of interaction.

Roe stated that we absolutely want to do this and be able to help the residents and that this is a great idea.

B. Request to Write Off Uncollectible Account

Roe stated that normally the Board is asked once a year to write off accounts but for this account the person is deceased and we have no way of collecting the money. We would like to clean up our books and write off this account.

Lemke moved, seconded by Braun to approve writing off uncollectible account. All votes were in favor. Motion Carried.

C. Request to Attend Fargo Seminar Training

Roe stated this training has to do with managing emotions under pressure and asked permission to send 3 staff members to the training.

Braun moved, seconded by Bowie to approve sending staff to Fargo Seminar Training. All votes were in favor. Motion Carried.

D. Update on HVAC Project

Roe stated that we are working with our mechanical engineering firm ONE and should know soon on whether we can afford this project or not. Roe anticipates that we will need to use money from our reserve if we want to finish the HVAC for the High Rise.

In conjunction with this project Roe had a meeting with an Xcel Energy representative and he explained the different programs that we can apply for with Xcel and get rebates back.

E. Capital Fund Occupancy Calculation Report

Roe stated that we received good news from HUD and that our score is 99.4 % for occupancy compared to the 78% last year. Great job by all the staff members.

F. Update on HUD Onsite Visit

Roe stated that we received a positive letter from HUD on their visit June 6, 2012. Roe applauds our very small staff, and stated that they are doing an excellent job.

VII. OTHER BUSINESS:

Roe stated that we have a maintenance man Don Dease who is retiring in October and we have a new employee that will be taking his place. His name is Don and he comes from a great background and has excellent skills.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:09 PM.

Donna McMaster – Chairman

Terry Braun – Secretary