

MINUTES  
Housing Board  
November 16, 2015

Present: Board Chairman Don Croghan and Board members Jerrold Jordan and Teresa Higginbotham. Also present was Executive Director Janice Kerner, Secretary for the Board.

Absent: Board Members Brent Hanna and Jody Mansueto.

A motion was made by Jerrold Jordan with second Teresa Higginbotham by to accept the consent agenda. The consent agenda included the minutes of the regular Housing Board Meeting of October 19, 2015, the Special Board Meeting of November 5, 2015, the occupancy report, and the stop loss monitoring report. All voted aye.

Motion by Jerrold Jordan with second by Teresa Higginbotham to approve the payment of claims. All voted aye.

Motion by Jerrold Jordan with second by Teresa Higginbotham to accept the audit for the fiscal year ending March 31, 2015. There were no findings. All voted aye.

The Board reviewed the advisory score for the Public Housing program issued on October 14, 2015. Housing and Urban Development (HUD) is in the process of modifying its schedule for rating the Public Housing program. The estimated score for the fiscal year ending March 31, 2014 was 86 out of 100.

Reviewed actual expenditures to budget for the six month period ending September 30, 2015. These statements are on a cash basis. The fee accountant applies accrual entries at the fiscal year end. The voucher program generated more income than expenses for the first six months of the year. There were no other comments on the voucher program. The Public Housing program had a small loss of \$329.48 for the first six months of the year. Most line items were consistent with the budget. The Housing Agency expended significantly more than planned in the maintenance expense category. Most of these expenses were unforeseen. There were no other comments.

There was a brief discussion of the proposed budget for the fiscal year starting April 1, 2016 that will be presented at the December 21, 2015 board meeting. The Director reviewed the Society of Human Resource Managers projection that wages would increase 3.1% in 2016. The Director suggested using a 3% wage increase in the next fiscal year budget. A small wage increase was also proposed for the Section 8 Coordinator based on a salary survey. A copy of the survey was reviewed. Most other items on the budget must be based on historical data. There were no comments.

The agenda item #6 for an Executive Session was moved later in the meeting.

An amended resolution 01-01-05-2015 was moved for adoption by Jerrold Jordan with second by Teresa Higginbotham. The amended resolution clarifies the Housing Agency included the 5 year Comprehensive Funds Program (CFP) action plan and the 2015 CFP annual plan in the 2015 Five Year Plan and Annual Plan. In the past these items were

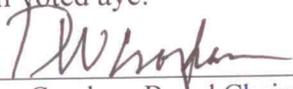
part of the plans, HUD now allows these processes to happen separately. Housing Agencies may continue to process both in tandem but the resolution approving the plans must detail this. The Housing Agency did both items at the same time and the change clarifies this. All voted aye.

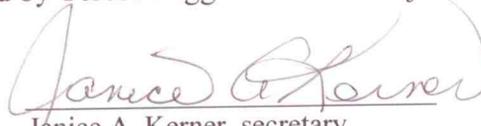
Motion by Jerry Jordan with second by Teresa Higginbotham to post the 2016 Annual Plan Update and the 2016 CFP budget for a 45 day comment period. All voted aye.

Motion by Teresa Higginbotham with second by Jerrold Jordan to approve the fee accountant's financial statements for the period ending September 30, 2015. All voted aye.

Motion by Teresa Higginbotham with second by Jerrold Jordan to enter into Executive Session per State of Iowa code per Iowa code Chapter 21.5j on real estate transactions. All voted aye. Executive Session was entered into at 5:20 PM. Regular meeting reconvened at 5:33 PM.

Motion by Jerrold Jordan with second by Teresa Higginbotham to adjourn the meeting. All voted aye.

  
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Don Croghan, Board Chairman

  
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Janice A. Kerner, secretary