

MINUTES
Special Housing Board Meeting
November 19, 2015

Present: Board Chairman Don Croghan and Board Members Jerrold Jordan and Brent Hanna. Also present was Janice Kerner, secretary for the Board.

Absent: Board Member(s) Jody Mansueto and Teresa Higginbotham.

The purpose of the meeting was to select a company to assist the Housing Agency in re-writing its Section 8 Voucher Rental Assistance Program Administrative Plan and the Public Housing Occupancy Plan. These two plans set the Housing Agency's policy in administering these two programs.

The Housing Agency approached three companies for proposals. The Housing Agency would like the same company to assist in development of the plans so that wherever possible the wording between the two policies would be the same. This will simplify learning both policies by the office staff. Only a very few companies provide both model documents.

Board members reviewed and scored the proposals of the respondents. Two of the three companies approached responded. Both proposals were considered responsive. Briefly discussed one firm certified it was a Women-Owned Business and the other certified it was a 100% minority owned business and a Section 3 concern.

Based on the scoring, Jerrold Jordan moved the Housing Agency to first approach Nan McKay with an offer. Should Nan McKay be unable to perform, an offer would be extended to Nelrod. Primary consideration was given to references and the ability of Nan McKay to have a representative at the Housing Office during the draft process. All voted aye.

Motion by Brent Hanna with second by Jerrold Jordan to adjourn the meeting. All voted aye.

for Jody Mansueto, Vice Chr.
Don Croghan, Chairman

Janice A. Kerner
Janice A. Kerner, secretary