MINUTES
Housing Board
December 21, 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 November 16, 2015, the occupancy report, and the stop loss monitoring report. The agenda incorrectly called for acceptance of financial statements twice. The Board decided to handle financial statements as listed under the item agenda #9. All voted aye.

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

The Board reviewed the score for the Public Housing program issued on October 16, 2015 for the fiscal year ending March 31, 2015. The score was 85 out of 100. The Director briefly discussed there is an emphasis in turning units over quickly. The Housing Agency as part of its strategy to keep units occupied takes extra time when units are vacated to paint, professionally clean carpets, and ensure all necessary repairs are made. In addition, all the Housing Agency's units are family units. Family units typically have a higher turnover rate than units such as elderly.

Motion by Teresa Higginbotham with second by Jerrold Jordan to correct an error on the November 5, 2015 minutes. The minutes as approved on November 16, 2015 had the wrong date for the meeting. The minutes were approved with the correct meeting date. All voted aye.

Resolution 13-12-21-2015 to Adopt Payment Standards for the Section 8 Voucher Rental Assistance Program was moved for adoption by Jerrold Jordan with second by Teresa Higginbotham. The changes were the amounts the Housing Agency needed to maintain its lease-up rate and reflected the higher housing costs for the City of Pella. The proposed payment standards have been posted for a 60 day comment period and no written comments were received. All voted aye.

Resolution 14-12-21-2015 for annual review and update of the Section 8 Voucher Rental Assistance Program Utility Allowance was moved for adoption by Jerrold Jordan with second by Teresa Higginbotham. The proposed allowances have been posted for a 60 day comment period and no written comments were received. Housing and Urban Development requires an annual review of utility allowances. All voted aye.

Resolution 15-12-21-2015 for annual review and update of the Public Housing Utility Allowances was moved for adoption by Teresa Higginbotham with second by Jerrold Jordan. The proposed allowances have been posted for a 60 day comment period and no

written comments were received. Housing and Urban Development requires an annual review of utility allowances. All voted aye

Resolution 16-12-21-2015 to adopt a Flat Rent structure for Public Housing was moved for adoption by Teresa Higginbotham with second by Jerrold Jordan. The proposed changes have been posted for a 60 day comment period and no written comments were received. Housing and Urban Development requires an annual review of the flat rents. The Board added a condition to the approved resolution for the 4 bedroom rate. The Housing Agency has requested Housing and Urban Development (HUD) approve a lower rate for the 4 bedroom units. Using HUD's required formula, the rate set for the 4 bedroom units far exceeds market rate. The unit reviewing exception requests replied on December 16, 2015 that work won't be start until January 2016 at the earliest. The condition allows the 4 bedroom rate to be HUD's exception rate if approved. All voted aye.

The Board reviewed the Executive Director's current wage and the wage proposed for the fiscal year starting April 1, 2016 as required by HUD's PIH Notice 2011-48. The Board compared the compensation with Public Housing Authorities Association 2015 Executive and Deputy Director's compensation survey. It was determined the current salary and proposed salary were consistent with salaries as reported in the survey and no action was needed.

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

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

for: Joell Mansueto, Vice Chr. Janice A. Kerner

Don Croghan, Board Chairman Janice A. Kerner, secretary