Cedar City Housing Authority
Board of Commissioners
Board Meeting
Thursday, March 23, 2023
364 South 100 East
12:00 noon

The Cedar City Housing Authority Board of Commissioners held a board meeting on Thursday, March 23, 2023, in their office at Mountain View Suites located at 364 South 100 East, at 12:00 noon. Those in attendance were Chairperson Margaret Miller, Commissioners Georgia Beth Thompson, Janeen Rasmusson and Larry Pendleton. Also, in attendance were Executive Director, Heidi Miller and attorney, Jim Jensen. Commissioner Cal Robinson was excused.

Opening
The opening was given by Jim Jensen.

Minutes
Minutes of the meeting held January 26, 2023 were reviewed. A motion was made by Commissioner Pendleton to approve the minutes, the motion was seconded by Commissioner Thompson, then voted and passed unanimously.

Commissioner Rasmusson suggested it would be nice to get to know some of the people who are receiving or have received assistance from the Housing Authority. It would be helpful for the Board to be aware of situations that people on our programs are facing. Mrs. Miller said that she could spotlight a client at future meetings.

Last Meeting Follow-Up
Audit
Mrs. Miller reported that the audit was still in the review phase. The reserve amounts reported by the auditor did not balance with what the Housing Authority had calculated. Mrs. Miller explained that this is an important amount because it represents unused administrative funds that are available for the Housing Authority to use on administrative expenses. The fee accountant was working through the calculations to ensure the Housing Authority did not lose any of this funding. The deadline for submission is March 31st; this discrepancy will be resolved by then.

Community Development Block Grant (CDBG)--Application

Mrs. Miller reminded the Board that she had applied for a new CDBG grant. Initially, she had planned to submit the application for $175,000. However, after speaking with a representative from the Five County Association of Governments, she determined it would be best to increase the application to $300,000. Mrs. Miller reported that she received notice that the application had been approved for $350,000. The final application is due in May. Once the final application is approved the Housing Authority can start looking for housing to purchase. Commissioner Thompson inquired about what size or type of housing was in greatest demand at the moment. Mrs. Miller said that she thought the biggest need was currently for one-bedroom units. The Board reviewed the importance of units purchased with CDBG funding. Units purchased with CDBG funding can house families at a higher income than most other housing authority programs. There was a short discussion about families that are just above the income limits for many low-income programs or services and how these units are able to target that population.

Housing Choice Voucher -- HUD review

Mrs. Miller informed the Board that she had received notice that HUD would be conducting a remote review of the new Emergency Housing Vouchers (EHV). The Housing Authority had been awarded 15 EHV vouchers. The EHV program issues Section 8 vouchers to a housing authority but the participants are referred from the Local Homeless Coordinating Committee (LHCC). This partnership was new and different and the Housing Authority struggled to get these vouchers issued. Several unforeseen problems arose. Targeting homeless individuals had been difficult-- some clients left without a trace before leasing up, others got evicted shortly after leasing a unit, and some struggled to pay their portion of rent. Mrs. Miller said it has proven to be an administrative struggle to administer these vouchers. As part of this remote review, Mrs. Miller became aware that the Housing Authority needed a board resolution. This resolution would merely approve the memorandum of understanding with the LHCC for administration of the 15 EHV vouchers. The Board reviewed the memorandum of understanding and the resolution. A motion was made by Commissioner Thompson to approve the resolution, the motion was seconded by Commissioner Pendleton, then voted and passed unanimously.

Other Business

Mrs. Miller informed that Board that she had reviewed the proposed Credit Card Policy with Commissioner Thompson and that it had been sent to Jim Jensen for his review. Mr. Jensen briefly reviewed his recommended changes with the Board. Mr. Jensen recommended that per diem not be charged on the credit card but that employees traveling be paid in advance by check. After short discussion, it was determined that this sentence be removed.

Adjourn

With no other business, a motion to adjourn was made by Commissioner Pendleton and seconded by Commissioner Rasmusson, then voted and passed unanimously.

IN WITNESS THEREOF, the minutes of the above meeting were approved and signed by the following Commissioners on the ____ day of _____, 2023.

_____ _____

Chairperson Margaret Miller Commissioner Georgia Beth Thompson

_____ _____

Commissioner Cal Robinson Commissioner Janeen Rasmusson

_____

Commissioner Larry Pendleton