



Cedar City Housing Authority
Board of Commissioners
Board Meeting
Thursday, May 11th, 2023
364 South 100 East
12:00 noon

The Cedar City Housing Authority Board of Commissioners held a board meeting on Thursday, May 11, 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 Chairperson Miller.

Minutes

Minutes of the meeting held March 23, 2023 were reviewed. A motion was made by Commissioner Thompson to approve the minutes, the motion was seconded by Commissioner Pendleton, then voted and passed unanimously.

Last Meeting Follow-Up

Client Spotlight

Mrs. Miller thanked Commissioner Rasmusson for her suggestion to spotlight a client each meeting. The spotlight will include success stories as well as barriers clients may be facing. For this month's spotlight, Mrs. Miller informed the Board that a family of 5 had been moved into the recently purchased townhome. This family sold their home when housing prices started to increase. Originally, they had planned to wait until the housing market slowed and prices dropped. Prices did not drop. This family has been living with parents/grandparents for the past 2 years. During this time, the housing prices increased beyond what they could afford. This family has a good stable income that is above many of the low-income housing limits. Commissioner Pendleton asked what the income limits were. Mrs. Miller explained that income limits vary at each housing complex. The low-income housing limit for a family of 4 would be around \$50,000. The moderate-income housing limit would be closer to \$65,000. Most subsidized housing projects target low-income families. Mrs. Miller said that many young working families find themselves needing assistance but have an income just above the low-income limits. However, housing purchased with CDBG funding allows for moderate-income families. Mrs. Miller said this family will be renting this 3-bedroom townhome for \$850.00 per

month. Comparable rental units on the market are renting for \$1,300 – \$1,600. The Board talked briefly about the change in the housing market and how difficult it is for new families to purchase a home. It is important to provide some options for those just above the limits.

Community Development Block Grant (CDBG)--Application

Mrs. Miller reminded the Board that she had applied for a new CDBG grant. She had applied for \$300,000, but received notice that the application had been approved for \$350,000. Mrs. Miller said that she was in the process of completing the final application. As part of the final application, a public hearing would be held at the May 17th City Council meeting. Mrs. Miller said that she will be attending the public hearing. Once the final application is approved, the Housing Authority can start looking for housing to purchase.

Housing Choice Voucher -- HUD review

Mrs. Miller informed the Board that HUD's remote review of the Emergency Housing Voucher (EHV) program was nearly complete. EHV vouchers were housing vouchers targeting individuals that are homeless. Mrs. Miller mentioned that the person completing this remote review had been good to work with, but that she felt like the process was more difficult than it needed to be. This is due to the fact that HUD employees were still working from home and not accessible by phone. Every question or concern has to be emailed and sometimes it is days before HUD responds. Another item that has proven to be a challenge was the process of working with the local continuum of care. HUD would like to see a streamlined process when working with the continuum. The small local continuum made up of volunteers was a bit unorganized and dysfunctional. Other factors that may be an issue in the review could be lack of documentation such as social security cards and birth certificates. Mrs. Miller said some of the homeless population were not great at keeping track of important documents like social security cards. For this reason, the regulation allows for EHV participants to be admitted on to the program without all of the normally required documents. Mrs. Miller said the review included every single applicant and participant, and a majority of the items reviewed were correct. Mrs. Miller said she would update the Board at the next meeting.

Credit Card Policy

Mrs. Miller confirmed that Board members had all received and reviewed the Credit Card Policy. Commissioner Pendleton had a few questions. On paragraph 1.2 it indicated that all purchases must be made in accordance with the Housing Authority purchase policy, but that it was addressed later in the policy. Commissioner Pendleton also suggested that the portion discussing the missing receipts be changed. It currently says that any 2 employees can sign the missing receipt form. He recommended that it be the Executive Director and another employee. Mr. Jensen questioned what would happen if the missing receipt was the Executive Directors. After a short discussion, it was determined that in the case of the Executive Director missing receipt, a member of the Board sign the form. Commissioner Pendleton made a motion to approve the Credit Card Policy with changes to the missing receipt portion being reviewed by Mr. Jensen. The motion was seconded by Commissioner Thompson, then voted and passed unanimously. Mrs. Miller talked briefly about working with State Bank of Southern Utah and how easy they have been to work with. The Housing Authority has a master account but each staff member has a credit with a different limit. Generally, Wes Peterson, the maintenance man, has the largest balance but this can transfer if something comes up.

Other Business

There was no other business.

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