



Cedar City Housing Authority
Board of Commissioners
Board Meeting
Thursday, December 15, 2022
364 South 100 East
12:00 noon

The Cedar City Housing Authority Board of Commissioners held a board meeting on Thursday, December 15, 2022, in their office at Mountain View Suites located at 364 South 100 East, at 12:00 noon. Those in attendance were Chairperson Margaret Miller and Commissioners Georgia Beth Thompson, Janeen Rasmusson, Cal Robinson and Larry Pendleton. Also, in attendance were Executive Director, Heidi Miller, and attorney, James W. Jensen.

Opening

The opening was given by Chairperson Margaret Miller.

Minutes

Minutes of the meeting held November 3, 2022 were reviewed. A motion was made by Commissioner Thompson to approve the minutes, the motion was seconded by Commissioner Robinson, then voted and passed unanimously.

Last meeting follow-up

Audit

Mrs. Miller reported that the auditors from FJ & Associates spent 2 days in the office reviewing material for the annual audit. It appeared that everything was in order and no areas of concern were noted. While they were completing the audit, Commissioner Thompson had been available for them to interview. Commissioner Thompson said that she met with the auditors and that they had recommended that she thoroughly review checks as she signed them. Mrs. Miller reviewed with the Board the check writing process and supporting documentation that is kept with each check. All check copies are kept with a copy of the bank statement in binders by quarter. Auditors have expressed their appreciation with this process as it is easy to see exactly what funds are being spent on. Commissioner Robinson inquired about the firm completing the audit. Mrs. Miller said that they had worked with this firm previously, but not during the past 4 years. This firm has been doing Housing Authority or HUD audits in Utah and Wyoming for many years.

CDBG-property acquisition options

Mrs. Miller informed the Board that an offer had been submitted and accepted for the 3 bedroom 2 bathroom townhome in the Fields townhome subdivision. The offer was for \$305,000 or the appraised value. The Housing Authority is currently waiting for the State to process the contract. Once that happens, the appraisal will be ordered. Hopefully, all required documents can be finalized by the end of January.

Annual-Fraud Risk Assessment

Mrs. Miller informed the Board that the Utah State Auditors Office had issued a list of items that they felt would be helpful for small non-profits to eliminate fraud and maintain financial compliance. Not all items on the list are required but they are recommended. The State is now providing templates so that small agencies can review changes and adopt policies as necessary for their agency. Mrs. Miller presented board members with the Code of Conduct form. It was the State's recommendation that this form be completed annually. Mrs. Miller informed the Board it had not changed since last year but that she would like to have all members sign it. All Board members reviewed and signed the form.

Other Business

Mrs. Miller presented the Board with a proposed meeting schedule for the upcoming year. She said that meetings could be canceled, but Board members would be able to plan around the schedule. Proposed 2023 meeting dates are; January 26, March 23, May 11, June 22, August 24, November 9, and December 14.

Mrs. Miller informed the Board that she would be using the Housing Authority credit card to purchase small Christmas gifts for employees and vendors during the week of Christmas.

Mrs. Miller said that after the lengthy unexpected absence of staff member, Amanda McCabe, it came to her attention that an additional part-time employee may be needed. The Housing Authority had grown a lot in the past year and having one employee gone made her realize the importance of cross training and helped to identify tasks that could ease the work-load of both Amanda and Shawnell Chiaramonte. Mrs. Miller will speak further with staff and report back to the Board.

Adjourn

With no other business, a motion to adjourn was made by Commissioner Thompson and seconded by Commissioner Robinson, 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