



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

The Cedar City Housing Authority Board of Commissioners held a board meeting on Thursday, December 23rd, 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 November 9, 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.

Client Spotlight

Mrs. Miller informed the Board that this month's spotlight was a new client. She is a single mom with 2 children - ages 2 years and 9 months. The baby has several medical problems that require traveling back and forth from Primary Children's Hospital. The Housing Authority had been contacted by a member of the community wanting to do Christmas for a family in need. The Housing Authority staff reached out to the mother and asked if she needed help providing gifts for the kids at Christmas. The tenant said her children were too young to remember so she was not planning on doing much. She appreciated the gesture and was very surprised and grateful that the Housing Authority had reached out to her.

Last Meeting Follow up

SEMAP - HUD review

Mrs. Miller reminded the Board that HUD had been to the office to conduct an audit of the Section 8 Program. The HUD team did find a single mistake. The Cedar City Housing Authority had failed to correctly calculate the utility allowance for SRO (single room occupancy) vouchers. The amount of overpayment ranged from \$7 - \$20 per participant. For the 76 participants, the total difference is just over \$11,000 per year. HUD had notified the Housing

Authority that the error needed to be corrected by November 1, 2023, and that a plan to repay tenants for prior months be submitted for HUD review and approval. Mrs. Miller said the tenant repayment plan will be submitted with a request that HUD rent reserves be used rather than Housing Authority administrative reserves, and that payments be limited to active clients. Some of the affected clients may have gone off the program due to a variety of reasons and could be impossible to track down. Once the plan is approved by HUD, Mrs. Miller will update the Board.

Community Development Block Grant (CDBG)

Mrs. Miller informed the Board that she is moving forward with the purchase of the townhome at Cedar Park Townhomes for \$255,000. The appraisal and the appraisal review both supported the asking price of \$255,000. She anticipates closing to happen before December 31, 2023.

Mrs. Miller reminded the Board that she is working to get an environmental clearance for other areas of Cedar City. This process has changed a lot during the past year and she is learning new things and hopes to have different areas of town approved within the next few months. With funding approved in the previous meeting, she would be moving forward with finding another property. Mrs. Miller informed the Board that she had attended the Cedar City public hearing and planned to submit a new application in the next year.

Merry Christmas

Mrs. Miller presented each member of the Board with a small token of appreciation for their willingness to participate on the Housing Authority Board.

Other Business

Mrs. Miller presented the Board with a proposed 2024 meeting schedule. The next meeting is proposed for January 25, 2024.

Mrs. Miller reminded the Board that a developer that had reached out to the Housing Authority to partner on a Tax Credit project. This application had not been awarded Tax Credits.

Adjourn

With no other business, a motion to adjourn was made by Commissioner Rasmusson and seconded by Commissioner Pendleton, 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