

DRAFT

ROOSEVELT CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS MINUTES OF MEETING May 8, 2024

COMMISSIONERS PRESENT:

Beau Hancock, Chairperson
Harold Huff, Vice-Chairperson
Lynn Snow, Commissioner

COMMISSIONERS EXCUSED:

Joshua Bake, Commissioner
Rebecca Pittman, Commissioner

OTHERS PRESENT:

Margaret Chatwin, Executive Director

1. CALL TO ORDER. The meeting was called to order by Chairperson Beau Hancock. Roll Call of Commissioner's in attendance was made.
2. PUBLIC HEARING – (As Necessary)
3. APPROVAL OF PUBLIC HEARING - (As Necessary)
4. APPROVAL OF MINUTES MARCH 6, 2024 – Regular Session

Chairperson Beau Hancock inquired if the board had received the minutes for the March 6, 2024, meeting and if there were any questions, comments, or changes. There were no questions, comments, or changes.

MOTION: Motion by Commissioner Lynn Snow to approve the March 6, 2024, minutes as written.

SECOND: Second by Vice-Chairperson Harold Huff.

VOTE: Unanimous

5. APPROVAL OF EXPENDITURES – FEBRUARY AND MARCH 2024

Chairman Beau Hancock inquired of Executive Director Margaret Chatwin if there were any expenditures that were out of the ordinary. Executive Director Margaret Chatwin stated that there was not, however, there would be an upcoming expense from an audit by FJ & Associates that was currently in the process.

MOTION: Motion by Vice-Chairperson Harold Huff to approve the February and March 2024 expenditures as presented.

SECOND: Second by Commissioner Lynn Snow.

VOTE: Unanimous.

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6. FORMAL ACTIONS - UPDATED PROCUREMENT POLICY

Executive Director, Margaret Chatwin stated that Utah Housing Corporation had asked for a copy but that the copy on the file had not been updated since 1999. The amounts on the Procurement Policy were being increased to reflect inflation.

Chairperson Beau Hancock asked if Executive Director, Margaret Chatwin had any questions about following the policy, she stated that she did not.

Chairperson, Beau Hancock asked if Executive Director, Margaret Chatwin felt the amounts stated were within reason and if purchases could be made within the parameters. Executive Director, Margaret Chatwin stated yes. Chairperson, Beau Hancock asked if anyone else on the board had any questions. There were no questions.

MOTION: Motion by Commissioner Lynn Snow to approve the updated Procurement Policy as written.

SECOND: Second by Vice-Chairperson Harold Huff

VOTE: Unanimous.

7. OTHER

REGARDING THE FINANCIAL SPREADSHEET FOR COUNTRY HAVEN RENTALS

Commissioner Lynn Snow inquired about a miscellaneous charge of \$500 on the Country Haven account for February 2024. Executive Director Margaret Chatwin recalled that the amount was the retirement gift given to former Executive Director Cindy Warren.

8. CLOSED SESSION (As Necessary)

9. ADJOURNMENT

MOTION: Motion by Commissioner Lynn Snow to adjourn the meeting.

SECOND: Second by Vice-Chairperson Harold Huff

VOTE: Unanimous.