



Cedar City Housing Authority
Board of Commissioners
Board Meeting
Thursday, November 14, 2024
364 South 100 East
12:00 noon

The Cedar City Housing Authority Board of Commissioners held a board meeting on Thursday, November 14, 2024, 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 Janeen Rasmusson, Georgia Beth Thompson, and Cal Robinson. Commissioner Larry Pendleton was excused. Also, in attendance were Executive Director, Heidi Miller and attorney, Jim Jensen.

Opening

The opening was given by Chairperson Margaret Miller.

Minutes

Minutes of the meeting held on August 22, 2024 were reviewed. A motion was made by Commissioner Thompson to approve the minutes, with a correction that Commissioner Robinson's name needed to be moved from the list of those excused to attend. With that change, the motion was seconded by Commissioner Rasmusson, then voted and passed unanimously.

Client Spotlight

The client spotlight was a new participant to the Section 8 program. This client moved to Cedar 2 years ago from Las Vegas. While in Las Vegas, she had been homeless or staying temporarily with family. Due to her transient living situation, she had not responded in time with the required paperwork and had been removed from the Nevada Section 8 waiting list several times. Although she has several successful children who offered to help her, she wanted to live on her own once again. She had no criminal activity or evictions on her history but feared she wouldn't be accepted. When she was approved for the Section 8 program, she was moved to tears. She is currently paying \$1,100 per month for rent at the Quality Inn. She has been working odd jobs to earn cash for rent and living expenses. During the conversation, we spoke about how she had lived in a big house with her husband and raised their children and how it was such a different life now. She was very excited to be enrolled into the Cedar City Housing Authority Section 8 program and planned to start looking for place to live right away.

Last Meeting Follow-Up

Community Development Block Grant 2024 - Purchase

Mrs. Miller informed the Board that the Housing Authority had completed the purchase of the townhome in the Countryside Terrace Subdivision. The Countryside Terrace Subdivision is near the Cedar City Hospital. This purchase will complete the 2023 CDBG funding contract. Mrs. Miller informed the Board that she had also completed an environmental review for another townhome in the Cedar Park Townhome Subdivision. The Housing Authority had been awarded \$150,000 for the 2024 CDBG program. The Housing Authority currently owns 4 townhomes in that complex. Cedar Park Townhomes are located on 1425 North across from Stonehenge Care Center. The environmental clearance can be difficult because Cedar City is small enough that many housing units are within 3,000 feet of Main Street or I-15. This can cause an environmental concern due to traffic noise. Once the environmental clearance is finalized, Mrs. Miller said she would move forward with the purchase of this townhome. After a short discussion, the board consensus was to move forward with the purchase.

Section 8 Portability

Mrs. Miller informed the Board that she had received a request from a small housing authority in Nebraska to absorb a portable voucher. Mrs. Miller explained that the Section 8 program allows participants to transfer their assistance from one state to another. When this happens, the housing authority that issued the voucher is required to forward the monthly rent and a portion of the administrative fee to the receiving housing authority. The receiving housing authority will obtain all the necessary paperwork from the participant, inspect the new unit and calculate the amount of Section 8 rental assistance. A billing notice is sent to the original housing authority verifying the assistance amount for the transferring voucher. The initial housing authority will reimburse the receiving housing authority the assistance amount and a portion of the administrative fee earned. HUD requires that all housing agencies participate in the portability process. HUD allows the receiving housing authority to absorb this voucher into their program or to bill the original housing authority. If the receiving housing authority chooses to absorb this voucher, it then becomes part of its program. This is important because HUD only funds the number of vouchers allotted to each agency. If a housing agency is allotted 100 vouchers, they can only assist 100 families. When a participant goes off the program, the housing authority then contacts the person at the top of the waiting list. This is a slow process and the reason why applicants are on the waiting lists for more than 1 year. In the past, the Cedar City Housing Authority generally does not absorb portable vouchers. Absorbing a portability voucher seems like the housing authority is circumvented or skipping those that have been waiting. If a housing authority could not lease up its vouchers, it could choose to absorb a portability voucher in order to maintain its program funding. This is not the case at the CCHA, manage the program well and maintains a 95% utilization rate. The limited situations in which Cedar City Housing Authority has absorbed a voucher was from a housing agency within Utah and/or a swap one of our vouchers that had ported to the same housing agency. The Board discussed the number of applicants currently on the waiting list and how those people are removed. Commissioner Thompson asked if a voucher from Cedar City Housing Authority transferred to another area and then went off of the program, if the voucher comes back to Cedar City. If a participant that has transferred goes off the program, that voucher will be issued to the first person on the Cedar City Housing Authority waiting list. Commissioner Rasmusson asked if HUD required the receiving housing authority to absorb the voucher after a length of time and how often HUD awards new vouchers. Mrs. Miller said that HUD does not require a housing authority to absorb and that new vouchers are rarely made available. Most vouchers made available by HUD are for a targeted population. Targeted groups could be those over 62 years old or those with disabilities

or for a special purpose such as a natural disaster. Mrs. Miller said she could not remember the last time that vouchers were made available for working families. After answering questions and a further discussion, it was determined that the current policy was the most beneficial to the local population and would remain in place.

Other Business

Mrs. Miller said she would be getting the 2025 proposed schedule out to the Board, and that she would be checking with Paul Bittman about the Port 15 funding that is awarded annually.

Mrs. Miller also reported that the new part-time person has been hired and that he is working out great so far. He is a student at SUU and seems to be enjoying his job.

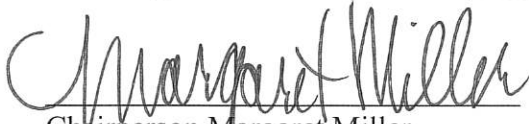
Commissioner Rasmusson asked if the new box truck had been used yet. Mrs. Miller reported that it had been used once so far to pick up an appliance, it worked great and runs well.

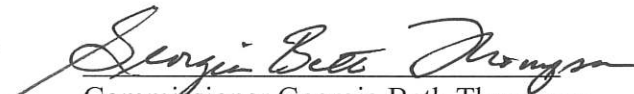
Commissioner Thompson asked if the Housing Authority used Section 8 Vouchers for the housing units owned by the Housing Authority. Mrs. Miller said she generally does not like to rent the units owned by the Housing Authority to participants with a Section 8 voucher. Housing Authority owned units already have a much lower rent, and a Section 8 voucher can be used to reduce a market rate rent. Mrs. Miller said it seem most beneficial to assist two families whenever possible. However, in some cases, if a Section 8 participant cannot find housing or is in jeopardy of losing their voucher then they have used a unit owned by the Housing Authority.

Adjourn

With no other business, a motion to adjourn was made by Commissioner Robinson 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 27 day of February, 2025.


Chairperson Margaret Miller


Commissioner Georgia Beth Thompson


Commissioner Cal Robinson


Commissioner Janeen Rasmusson

Commissioner Larry Pendleton