

Minutes of the Board of Commissioners of the
Emery County Housing Authority held at
the Emery County Courthouse - Room 221
75 East Main Street, Castle Dale, Utah

October 1, 2013

Those present at the meeting were Chairman Jeff Horrocks, Commissioners, Liz Nielsen, Bart Cox, Christine Jensen, and Dale Roper. ECHA was represented by John Sehestedt, Executive Director. The agenda was as follows:

There was a telephone conference call scheduled with HUD personnel. However, since the federal government shutdown this call was cancelled.

Veronica Trau, HUD, has requested a Progress Report on the Recovery Agreement after each meeting. The Chairman will work with the ED to compile and send it to her. She has also requested a copy of the information presented in the board meeting to participate/discuss in meeting and a draft copy of the minutes.

BARRY BARNEY, DISCUSSION OF CONCERNS AND COMPLAINTS

Mr. Barney is a tenant in public housing and did not show up for the meeting to discuss his concerns or complaints.

REPORT AND DISCUSSION OF TENANT ACCOUNT RECEIVABLES AND APPROVAL OF ANY REPAYMENT CONTRACTS

John reported to the board that he felt like the Housing Authority was looking going good in this area and had received a payment from all tenants. The repayment agreement with the tenant in Castle Dale #2 is current and the balance owing is being paid down. John was ready to begin eviction proceedings on Castle Dale # 9 and #10 tenants, then the tenants paid a small payment towards the balance owing. He indicated that policy dictates that once a payment is accepted, the eviction timeline begins again. The chairman noted that the balance on CD #10 is \$85.00 and CD #9 is \$311.00 and wondered why ECHA accepted the \$25.00 payment? Bart Cox inquired if this tenant has entered into a repayment agreement? ECHA has not entered into any agreement with this tenant. John replied the tenant reported that they will pay what they can because of their circumstances. The ED and other employees were directed, again, not to take partial payments per policy. John was concerned of the cost of legal eviction vs. working with the tenants on how far they can get in arrears. The Board instructed the ED to follow the legal

eviction process when any amount of rent is past due. HUD personnel have instructed the board that they are not doing the tenant a favor to let their rent balances get behind. ECHA is not an entitlement - if the rent is not paid in full, the tenant will be evicted. John agreed with the board and will make sure that ECHA will not accept partial payments on rent unless a rent agreement is entered into and approved by the board.

Tenant in Ferron #8 has moved out and the balance owing was taken out of the security deposit.

Tenant in Ferron #9 owes \$309.00 back rent. This was the tenant that was legally evicted and ECHA received a \$2600.00 judgement from the court for rent owing, cleaning, attorney and court costs.

The total balance of tenant rent owing still needs to be reduced. The Board felt that progress has been made on collecting rent.

ROUTINE HOUSEKEEPING/CLEANLINESS INSPECTION REPORT AND ASSIGNMENT OF BOARD MEMBERS TO ACC

HUD has requested that a board member accompany the ED on the monthly housekeeping inspections. HUD thought that these inspections did not have to be done monthly. The ED thought the housekeeping and cleanliness inspections have been a good thing and takes about an hour to complete. He has scheduled the inspections for the second Wednesday of the month at 11:00 a.m. After discussion of the board's availability to participate in these inspections, the time was changed to 2:00 p.m. The board members have volunteered to assist with these monthly inspections as follows:

Bart Cox - October

Liz Nielsen - November

Christine Jensen - December

Jeff Horrocks - January

DISCUSSION OF MAINTENANCE LOG AND OUTSTANDING WORK ORDERS

HUD has also informed the Housing Authority that there will not be a physical inspection of the units this year due to budget restraints. The HUD team would like colored photos of the work that has been completed to upgrade the units physical condition for their files. The ED will take pictures and send to HUD and the board.

John presented a copy of the work order log to the board. He indicated that he has to split his time between office and maintenance. John Materia, HUD, instructed John to inform the board when the work orders are completed.

John has been working on clearing the storm sump at the SE corner of the Castle Dale parking lot. He has installed a drain so the parking will not be an ice rink this winter.

DISCUSSION OF FINANCIAL INFORMATION

John swears that the \$1700.00 repayment amount has, indeed, been paid to HUD each month. He indicated that he leaves the \$1700.00 in the account from the monthly administration fee from HUD. John indicated that he would like to drop this amount to \$1500.00 per month. The \$1500.00 would be easier for ECHA to work into the budget. Dale Roper asked the ED or Chairman to contact Veronica Trau to explain the process John is using to pay back this amount. The Chairman directed John to make sure the committed amount is being paid back each month. He indicated that there is a problem with the accounting process as the \$1700.00 is being paid back.

John sent a email to the board with financial reports from the fee accountant dated June 30, 2013 which showed MENAR and QR. The summary showed an actual of medium risk..The numbers should be improved with the next quarter figures.

A. DISCUSSION OF ACTION TAKEN TO ADDRESS CURRENT ASSETS, CURRENT LIABILITIES, AND UNFUNDED LIABILITIES

The only unfunded liability of the ECHA is the issue of sick leave payout.

B. EXPLANATION OF PERCENTAGE OF OVERAGE OF ANY LINE ITEM YEAR TO DATE

The payment in lieu of taxes has been paid in full. This is the only line item that is over the percentage of budget for this time of year.

C. RATIFICATION OF RENT SUBSIDY/PAYROLL AND RETIREMENT CHECKS

The rent subsidy/payroll checks were ratified on a motion by Liz Nielsen and a second by Dale Roper and approved by all members present.

D. APPROVAL OF MONTHLY BILLS

A motion was made by Bart Cox to pay/ratify the bills of the ECHA. Chris Jensen seconded the motion. The motion was approved by all members present.

CONSIDERATION AND APPROVAL OF RESOLUTION ADOPTING NEW PERSONNEL POLICY

A draft of a new personnel policy was presented to the board for discussion and consideration of approval. The policy presented is based on examples of other housing authority's personnel policies which were provided by HUD. Bart Cox stated that the the housing authority is not bound to mirror the county personnel policy. The Chairman stated that some items, not in the new policy, will need to be grandfathered since they were included in the old personnel policy. These items will be approved on separate actions by the board.

The ED presented another draft personnel policy for consideration. He had taken the current policy and deleted items that did not pertain to a housing authority. He felt the draft of the new personnel policy was deficient. He suggest the board compare both drafts and come back next meeting for approval of a new personnel policy.

Bart Cox asked the ED for specific items that were left out of the new policy. He replied garnishments, worker's compensation, hiring procedures, cobra payments, death benefits and others. The Chairman replied that worker's compensation is a state statute and state law has to be followed and adhered to no what what the personnel policy states. The Chairman stated that some other items that John is concerned with were left out because the housing authority cannot fund the benefit.

Chris Jensen - felt like the grandfathered items need to be added to the new policy somewhere with dates specific. Chris asked if the blanks in the draft policy were decisions that the board will have to make. The Chairman replied that these amounts need to be filled out by the board before approval of a new personnel policy.

Bart Cox motioned to move this item forward to the next meeting and that the board members come prepared to adopt a new personnel policy at the next board meeting on October 15, 2013. The motion was seconded by Liz Nielsen and approved by all members present.

CLARIFICATION OF ADDITIONAL INFORMATION REQUEST ON PAYROLL CHECKS AND MONTHLY UPDATE ON VACATION AND SICK LEAVE BANKS OF ECHA EMPLOYEES

John was instructed to include the sick/vacation accumulation of each employee and the pay period for which they are being paid for on each payroll check on a motion by Christine Jensen and a second by Dale Roper in the August 20, 2013 meeting. This agenda item was to clarify what information is expected to be on the payroll checks.

APPROVAL OF AUGUST 20, 2013 MINUTES

The minutes of the August 20, 2013 meeting were approved, as written, by Bart Cox. The motion was seconded by Dale Roper. The motion was approved by all members present.

CLOSED/EXECUTIVE SESSION FOR DISCUSSION OF THE CHARACTER, PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL

Christine Jensen made a motion to go into closed session. Liz Nielsen seconded the motion. The motion was approved by roll call as follows:

Bart Cox - aye
Dale Roper - aye
Liz Nielsen - aye
Jeff Horrocks - aye

Motion to return to regular meeting by and a second by. The motion was approved by roll call as follows:

Bart Cox - aye
Dale Roper - aye
Liz Nielsen - aye
Jeff Horrocks - aye

APPROVAL OF ACTION TAKEN ON THE CHARACTER, PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL

No action taken.

OTHER BUSINESS

Dale Roper informed the board that he will be living in St. George for the winter months. He will continue to be a board member for the present time.

Meeting adjourned as the board came to the end of the agenda.

Jeff Horrocks, Chairman
Approved: