

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

December 17, 2013

Those present at the meeting were Chairman Jeff Horrocks, Commissioners, Liz Nielsen, Christine Jensen. Dale Roper and Bart Cox. ECHA was represented by John Sehestedt, Executive Director. Leslie Bolinder was present to take minutes. The board just completed a conference call with members of the HUD Recovery Team

ERRORS AND OMISSION INSURANCE FOR THE BOARD OF COMMISSIONERS.

John reported that he has not obtained errors and omission insurance for the board's commissioners as of yet. Bart Cox made a motion instructing John to get three bids for errors and omission insurance and bring them back to next meeting for approval. The motion was seconded by Liz Nielson and approved by all members present. This insurance is very important to the board of commissioners. After discussion Bart amended his motion and the board instructed John to obtain the three (3) bids and get telephone approval from the board to get errors and omission insurance in place before the next board meeting. Liz Nielson seconded the amended motion and it was approved by all members present.

DISCUSSION/REVIEW OF EXISTING BYLAWS

A rough draft of the current bylaws was given to each commissioner for review and update. The bylaws have not been updated since 1978. This item will be on the January agenda for adoption.

APPROVAL OF MEETING SCHEDULE FOR 2014

A proposed schedule of meetings for 2014 was discussed. After discussion, a motion was made by Liz Nielson to hold 2014 meetings on the 3rd Wednesday at 1:00 p.m. The motion was seconded by Christine Jensen and approved by all members present. The meetings will be held on the following dates for 2014.

Wednesday, January 15, 2014

Wednesday, February 19, 2014

Wednesday, March 19, 2014

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Wednesday, April 16, 2014
Wednesday, May 21, 2014
Wednesday, June 18, 2014
Wednesday, July 16, 2014
Wednesday, August 20, 2014
Wednesday, September 17, 2014
Wednesday, October 15, 2014
Wednesday, November 19, 2014
Wednesday, December 17, 2014

DISCUSSION/RATIFICATION OF GREEN RIVER CROWN HOME AGREEMENT

John emailed each board member asking for approval for him to sign the Green River Crown Home Property Management Agreement. The board previously indicated that they did not want to get back involved with the management/maintenance, etc. of these homes due to the work required to run the ECHA. Some board members felt that the email indicated that the others had approved him signing the contract - when in fact they had not decided. John stated that ECHA never lost ownership - just management of these homes. Jeff indicated that the board did not want to get involved with these homes. John stated that ECHA is the logical choice to manage these houses until they sell. John admitted that he has slacked off the maintenance at the public housing units, so he has the time to take care of these 5 houses. Four of the five houses are vacant. ECHA only gets money if the houses are rented. Liz did not understand why this agreement was not on last meeting's agenda for discussion. Why did John seek email approval the day after the meeting? The board should not be asked to vote on an agreement like this outside of meeting in the future.

Christine Jensen made a motion to have John contact Utah Housing Corporation and inform them that the board did not want to participate in the management of these homes and cancel this agreement. Bart Cox seconded this motion and it was approved by all members present.

REPORT AND DISCUSSION ON TENANT ACCOUNTS RECEIVABLE BALANCES,
CONSIDERATION AND APPROVAL OF ANY REPAYMENT CONTRACTS

John reported that he did not have any repayment contracts ready for board approval. He indicated that the HA has tried to contact a tenant in Ferron to tell them to pay back rent in full or they will have to sign a repayment contract. This tenant is \$1030.00 behind in rent according to the November 2013 rent register. The board, once again, stressed to John to follow current policy (30 days) and then the eviction process begins or a repayment contract be signed and ready for board approval.

John felt that the board wasn't in touch with the real world and that tenants have problems paying rent from time to time. The board replied that they are in touch and that the HA is not doing these tenants a favor by letting them get so far behind in rent.

The CD #2 tenant has consistently been paying their repayment agreement amount. Another tenant CD #9 has now entered into a repayment agreement. The amount of rent owing in Castle Dale is still about \$1000.00. CD #10 has moved out and owes \$416.00. Ferron #3 is behind in rent, as well as owes the HA for an electric bill (\$155.56) that the HA paid.

CD#4 is still vacant and Bart questioned how long the apartment has been vacant. The board questioned why it is taking 4 weeks to fill this apartment. John indicated that it takes time for background checks, initial interview, etc. Bart wanted to know if the HA has a waiting list and shouldn't this information be done for the first few people of the list. John indicated that it should, but it hasn't in this case.

ROUTINE HOUSEKEEPING/CLEANLINESS INSPECTION REPORT AND ASSIGNMENT OF
BOARD MEMBERS TO ACCOMPANY ECHA PERSONNEL ON INSPECTIONS

Assignments were given for board members to accompany ECHA personnel on the monthly housekeeping/cleanliness inspections as follows:

December - Dale Roper (Ferron units)
January - Jeff Horrocks
February - Liz Nielson
March - Bart Cox
April - Christine Jensen

Inspections will be held on the 2nd and 3rd Mondays at 1:00 p.m. for 2014.

There was a discussion of tenants putting personal locks on their apartments. John told the board that all apartments are accessible now. Chris asked about the apartment in Ferron that they could not get into. John would look into this one.

DISCUSSION OF MAINTENANCE LOG AND OUTSTANDING WORK ORDERS

Board member Liz Nielsen accompanied the ED on the November inspections of the Castle Dale units. She wanted to know why the items they discovered on the inspection were not on the maintenance log and wondered if the repairs were made? She had a list of all the repairs that were found on her inspections and could not find them on the maintenance log presented to the board. John reported that these repairs have been made, but are not on the log. John was again instructed to put ALL work order on the maintenance logs. Not all work orders are listed on the log John presented to the board.

She indicated that CD #2 had terrible pet odor. They had dogs, cats, fish and lizards in the apartment. The old policy did not allow this many animals. The number of pets in this apartment needs to be reduced. John was instructed, again, to follow policy, but wanted a motion from the board. Liz Nielson made a motion that CD #2 be made to come into compliance with the pet policy. The motion was seconded by Christine Jensen and approved by all members presents.

John was instructed to use the work order form for each repair on any apartment.

Chris Jensen suggested that the ECHA should budget for a storage unit as a capital project.

DISCUSSION OF FINANCIAL INFORMATION

The HUD personnel reported in the earlier meeting that board members are signing checks when there is no money in the bank to cover the checks. John said that this has never happened. The reports don't follow the actual all the time. John didn't understand where HUD was coming from. Board members were nervous to sign checks and will be requiring proof that funding is in the bank. John told the board that he will never bring a check for signature when there is not money in the bank.

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

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

C. RATIFICATION OF RENT SUBSIDY/PAYROLL AND RETIREMENT CHECKS and

D. APPROVAL OF MONTHLY BILLS

The Chairman had a question on a charge on the Zons credit card. It was to Evernote and was \$45.00 for software that links Johns computer and cell phone. A motion was made by Bart Cox to ratify approval of the monthly rent subsidy checks, payroll checks, and monthly bill checks for November and December to date. The motion was seconded by Christine Jensen and approved by all members.

DISCUSSION OF AN INDEPENDENT PAYROLL ADMINISTRATOR

The Chairman indicated that he still feels like this needs to happen, but in the interest of time he asked for a motion to table this discussion.

Bart Cox made a motion to table the discussion of an independent payroll administrator. The motion was seconded by Christine Jensen and approved by all members present.

DISCUSSION AND APPROVAL OF DEBBIE THORNTON'S DECISION TO OPT OUT OF ECHA INSURANCE COVERAGE

In last month's meeting, John informed the board that Debbie Thornton had made the decision to opt out of the insurance provided by the ECHA to accept one years insurance paid for by her husband's employer. The board asked her to prepare a letter stating that she did this on her own free will. John presented a letter from Debbie to the board. The Chairman expressed that he felt like this was a mistake on her part.

A motion was made by Christine Jensen to accept the letter prepared by Debbie Thornton that she opted out of the insurance provided by ECHA and might have to find her own insurance in a year's time. The motion was seconded by Bart Cox and approved by all members present.

DISCUSSION OF VACATION AND SICK LEAVE BANK ACCOUNTING

This item has been discussed in past meetings. The Chairman wanted to make clear to John that his sick leave is capped at 960 and he will not accrue any more sick leave until the balance gets to the current policy level. Vacation and sick leave need to match the time sheets that are submitted every two weeks. Under the current policy, only 40 hours of vacation can be carried over one year to the next.

A motion was made by Liz Nielson that the new personnel policy be followed. Carry over banks as per policy are - 40 hours vacation time and 160 hours sick leave - except that John will be grandfathered in at 960 hours, but will not accrue any more sick leave until his bank reaches below 160. The motion was seconded by Bart Cox and approved by all members present.

DISCUSSION OF CURRENT REQUIREMENTS FOR SECTION 8 VOUCHER

The Chairman put this item on the agenda since he has received information from law enforcement that ECHA has been accepting applicants that have drug records. John did not believe this was possible, since Debbie is BIC certified and checks each applicant. The Chairman instructed John to make sure the background checks are thorough and that applicants with drug records are not being accepted into one of our programs.

DISCUSSION OF COST SAVINGS DUE TO REDUCED MEDICAL PREMIUM

John reported that the HA will be saving \$13,995.60 due to Debbie Thornton's decision to opt out of medical insurance coverage. The Chairman reported that the HA is still in financial trouble and cannot go into another year in this shape. This money should be put in a line item to defer costs owed for benefit funding. The board instructed John to create a line item in the budget for this and to show the monthly accrual since October 2013.

DISCUSSION OF EMPLOYEE FURLOUGH HOURS

John added this item to the agenda and reported to the board that this is his official request to be restored to 40 hours per week. He felt that this would be possible due to the cost savings of Debbie Thornton's request to opt out of ECHA medical insurance.

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Christine Jensen made a motion to table this item until the next board meeting. The motion was seconded by Bart Cox and approved by all members present.

APPROVAL OF NOVEMBER 19, 2013 MINUTES

The minutes of November 19, 2013 were approved, with corrections, on a motion by Bart Cox. The motion was seconded by Christine Jensen and approved by all members present.

CLOSED/EXECUTIVE SESSION TO DISCUSS CHARACTER, PROFESSIONAL
COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL

The closed/executive session was tabled on a motion by Christine Jensen. The motion was seconded by Liz Nielson. The motion was approved by all members present.



Jeff Horrocks, Chairman
Approved: 11/15/14