

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

February 19, 2014

Those present at the meeting were Chairman Jeff Horrocks, Commissioners, Liz Nielsen, Christine Jensen, and Bart Cox. Dale Roper asked to be excused from meeting. David Blackwell, Emery County Attorney. ECHA was represented by John Sehestedt, Executive Director, Leslie Bolinder joined the meeting after the executive session. The board just completed a conference call with members of the HUD Recovery Team

CLOSED/EXECUTIVE SESSION FOR DISCUSSION OF THE CHARACTER, PROFESSIONAL COMPETENCE OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL AND DISCUSSION OF PENDING OR REASONABLY IMMINENT LITIGATION.

A motion was made by Christine Jensen to go into closed/executive session for the reason stated above. The motion was seconded by Bart Cox. The motion was approved by unanimous roll call vote.

Bart Cox - aye
Christine Jensen - aye
Liz Nielson - aye
Jeff Horrocks - aye

A motion was made to come out of executive session on a motion made by Christine Jensen. The motion was seconded by Bart Cox and approved by roll call vote as follows:

Bart Cox - aye
Christine Jensen - aye
Liz Nielson - aye
Jeff Horrocks - aye

The motion was approved by unanimous roll call vote.

APPROVAL OF ACTION TAKEN FROM DISCUSSION IN CLOSED/EXECUTIVE SESSION

Liz Nielsen made a motion that John Sehestedt's employment with the Emery County Housing Authority be terminated today and that he be paid through the end of the month. The motion was seconded by Christine Jensen. The votes were 3 ayes and 1 dissenting. Dale Roper reported that he would vote aye if needed by teleconference. The Chairman was authorized to work with the County Attorney on drafting an official letter from the ECHA. The Chairman notified John of the board's action and then returned to meeting. The Chairman will talk with Debbie Thornton to find out if she wants to continue employment with the ECHA. The Chairman had new signature cards from the bank for the board members to sign and asked for their cooperation during this transition.

DISCUSSION AND APPROVAL OF RFP FOR MANAGEMENT OF THE ECHA

The board authorized the Chairman to explore other management options since the ECHA is now in a position that it needs to consider alternative management. During the telephone conference with HUD, HUD personnel said that a letter would be forthcoming to the board explaining different management options including Intergovernmental Agreements/Sole-Source Procurement. Any action the board takes will have to follow HUD's Procurement Handbook for Public Housing Agencies. A motion was made by Bart Cox to table the RFP until the letter from HUD is received. The motion was seconded by Liz Nielson and approved by all members present.

DISCUSSION OF PRESENT INSURANCE COVERAGE FOR ECHA AND APPROVAL TO BUNDLE AND BID ALL INSURANCE NEEDS AS ONE PACKAGE

The Chairman has been working on acquiring errors and omissions insurance for the board. One of companies he contacted thought that if the agency bundled all the insurance policies under one policy a better price could be obtained. The chairman asked the board to table this issue for this month. A motion to table this item was made by Bart Cox. Christine Jensen seconded the motion and all members voted aye.

REPORT AND DISCUSSION REGARDING REIMBURSEMENT OF PUBLIC HOUSING RENT OVERCHARGE

Bart Cox felt that as a board they need to see how much reimbursement is owed to tenants due to the miscalculation of public housing rent. Chris agreed with Bart that this item is a top priority. Debbie Thornton was to bring this information before the board today. Jeff reported that Debbie asked for more time.

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

The Chairman said the inspections will have to be suspended until further notice during the management transition. A letter will be sent to each tenant notifying them of the suspended inspections.

DISCUSSION OF MAINTENANCE LOG AND OUTSTANDING WORK ORDERS

This item was tabled.

DISCUSSION /APPROVAL OF TENTATIVE BUDGET FOR FY BEGINNING 4/1/14

A tentative budget, prepared on HUD forms, by Loucks and Schwartz was presented to each board member. They have used actual figures from the last two year's expenditures to come up with this tentative budget. A motion was made by Bart Cox to authorize the Chairman to work on this tentative budget and bring it back before the board for final approval at the next regular board meeting. It was noted that the repayment of overcharged public housing rent needs to be included in the budget somewhere - after the numbers are presented to the board. The motion was seconded by Christine Jensen and approved by all members present.

DISCUSSION OF FINANCIAL INFORMATION

The FASS information is compiled by the fee accountant. The latest Financial Indicator ending 12/31/13 reports that the HA was still "At Risk" with a score of 9.2.

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

A motion was made by Christine Jensen to ratify the January rent subsidy checks. The motion was seconded by Liz Nielsen and approved by all members present.

A motion to approve the December monthly bills (ledger) as presented by made by Bart Cox. The motion was seconded by Liz Nielsen and approved by all members present.

DISCUSSION OF CREDIT CARD POLICY

A credit card policy was presented to the board for review. Christine Jensen stated that she thought it looked good, but wanted it to be more specific on what charges are authorized. The board wanted to make it clear that the credit card will not be used to pay for bills. All charges will require a receipt Leslie will make amendments and bring it to the next regular board meeting for approval.

DISCUSSION AND APPROVAL OF AMENDED BYLAWS

This item was tabled on a motion by Bart Cox and a second by Liz Nielsen. The motion carried.

APPROVAL OF JANUARY 15, 2014 MINUTES

The minutes of the January 15, 2014 meeting were approved on a motion by Bart Cox. The motion was seconded by Christine Jensen and approved by all members present.



Jeff Horrocks, Chairman
Approved: 3/19/14