

**Whitefish Housing Authority****Minutes of Board Meeting****April 15, 2015****4:15 pm Start 5:40 pm Adjourn**Meeting held at the Mountain View Manor, 100 East 4<sup>th</sup> Street, Whitefish, MT

Type of meeting: Regular Board Meeting	Staff Present:	Lori Collins, Executive Director
Attendees:	Myrna Fleming, Ralph Ammondson, Sandra McDonald and Bill Mulcahy	
Absent:	John Middleton - Excused	
Public:	None	

**AGENDA****I. APPROVAL OF MINUTES Chair**

The March minutes were adopted.

Motion to Accept by: Ralph Ammondson	Seconded by: Bill Mulcahy
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All voted in favor.

**II. PUBLIC COMMENT**

None.

**III. OLD BUSINESS****Chair**

Annual / Five Year Plan:

*Discussion:* The director reported that she has stayed focused on completing the Annual and Five Year Action Plan. She reported that: the Capital Funds were awarded and should be released by May; the Five Year Plan is due this week; and, this will be the last chance to solicit and receive comments from tenants. Tenants and the public have, again, been invited to attend this last Board Meeting to speak during public comment with any recommendations for capital improvements at the Mountain View Manor. She has received upwards of a dozen comments to date. Discussion of the broad direction of the public housing and the potential capital projects, which began at the January meeting, continues during this final comment period. Further discussion was had regarding a website and maintenance/upkeep of the MVM. After some discussion and further inclusion and clarification of planned items, the board unanimously approved the 2015 – 2020 Plan.

**IV. EXECUTIVE DIRECTOR REPORT****Lori Collins****a. Public Housing**

*Discussion:* The director reported that the MVM has one vacancy which will be filled by next week. One vacancy is expected by next month. There is a waitlist and these apartments will rent fairly quickly. Maintenance is going well and there are no issues to report.

**b. Housing Choice Vouchers**

*Discussion:* The director reported that 15 vouchers are leased up. The director will look into leasing the 16<sup>th</sup> voucher after looking into any potential funding issues.

**c. Financials:****1. Current Monthly and Year-to-Date Reports**

*Discussion:* The monthly financial reports were included in the board pack. The following items were discussed:

We are currently at the nine month mark on the budget. The budget is on track for the fiscal year. No specific discussion was had on the current financials as no one had any specific concerns or questions.

<b>d. Other PHA Business</b>
<b>1. REAC HUD Inspection</b>
<i>Discussion:</i> The director included the inspection report with the board info. She reported that although they received a failing grade on the physical portion of the inspection they had received 100% on both the financial and management portions of the inspection. She was not happy with the outcome of the physical inspection report but acknowledges that she and the maintenance staff learned a great deal and will now look at the physical status of the building, as a whole, in a much different light. She reported that she had been told by HUD officials that this grade would not affect funding in any way but would mean more inspections and paperwork would be needed. The board discussed items listed on the report along with ways and any needed funds in which to better the situation. A maintenance schedule will be created to clean up these issues.
<b>2. Parking Issues</b>
<i>Discussion:</i> The director wanted to inform the board that parking issues continue at the MVM: we are running out of spots for new tenants to park and those tenants who choose to purchase a car after move in; and are also having multiple complaints of visitors parking in tenant spots. The discussion was just a means to make the board aware of a situation at the MVM. The board suggested confirming that all tenant parking spots were clearly marked. The director will look into purchasing additional signage if needed.
<b>3. Master Key Holders</b>
<i>Discussion:</i> The director wanted to make the board aware that she had received a request for additional "master key holders". The tenant felt that the current key holders were away much of the weekends when they were most needed and it could alleviate some of their burden. After some discussion, the board did not feel that any additional key holders were necessary and that this was a convenience for tenants but was not the responsibility of the management.
<b>4. 2016 Budget</b>
<i>Discussion:</i> The director reported that she should receive the draft of the FYE 2016 budget from the Fee Accountant soon. Budget talks will begin in May and continue in June so that we can adopt the PHA/HCV budget by June. She stated that while the HO&D budget does not need to be submitted to HUD, we will want to adopt all three budgets at the same time.

<b>V. <u>Homeownership &amp; Development</u></b>	<b>Chair</b>	
<b>a. Update on Current Projects</b>		
<i>Discussion:</i> The director reported that she had a local household interested in purchasing a permanently affordable home as part of our program. She let them know that a cap of \$70,000 was put on the amount of funds granted by the housing authority. She will continue to inform the board of any progress.		

<b>VI. <u>OTHER BUSINESS / Commissioner Comments</u></b>	<b>Chair</b>	
<p>The commissioners asked that:</p> <ul style="list-style-type: none"> <li>the director and the board look into getting a website developed. A commissioner stated that she had a few designers in mind that might be able to help; and</li> <li>the director look into organizing a meeting with staff and tenants on a quarterly basis to discuss the larger issues of the MVM.</li> </ul> <p>A commissioner reported that communal doors and windows are being left open and thought a volunteer could help with this situation.</p> <p>A commissioner reported that the recycle room was being left in a messy state and asked that tenants could be directed to "smash" their recyclables.</p>		

<b>VII. ADJOURN</b>		
The meeting adjourned at 5:40 p.m.		

Signature below signifies adoption of the minutes.

*J. Owens*      5/20/15  
Executive Director                      Date

*Myma F. Fleming*      5/20/15  
WHA Board Chair                      Date