

Whitefish Housing Authority**Minutes of Board Meeting****October 21, 2015****4:01 pm Start 5:56 pm Adjourn**Meeting held at the Mountain View Manor, 100 East 4th Street, Whitefish, MT

Type of meeting: Regular Board Meeting	Staff Present:	Lori Collins, Executive Director
Attendees:	Myrna Fleming, Ralph Ammondson, Robert Fitzgerald, Ben Davis, Alison Young and Bill Mulcahy	
Absent:	John Middleton	
Public:	None	

AGENDA**I. APPROVAL OF MINUTES Chair**

The September minutes were adopted with two typos noted and changed.

Motion to Accept by: Alison Young

Seconded by: Robert Fitzgerald

All voted in favor.

II. PUBLIC COMMENT

None.

III. OLD BUSINESS**Chair****1. Pet Policy***Discussion:* After some discussion, the board adopted the Pet Policy and the Auxiliary Policy in its entirety. Specific adopted motions include:

- **Motion** to adopt the Pet Policy: 1st by Bill Mulcahy; 2nd by Alison Young; and
- **Motion** to adopt the Auxiliary Policy: 1st by Bill Mulcahy; 2nd by Robert Fitzgerald. Both passed unanimously.
- **Motion** to adopt a one time only, non-refundable Pet Registration Fee for all pet owners, present and incoming of \$35. 1st by Bill Mulcahy; 2nd by Alison. Motion passed unanimously.
- **Motion** to adopt the Pet Deposit Schedule for incoming pet owners. 1st by Robert Fitzgerald; 2nd by Bill Mulcahy. Motion passed unanimously.

2. LIHTC Project – Presentation*Discussion:* The director reported that the presentation of the tax credit project was scheduled in Helena on Monday the 9th beginning at 8:30. She will drive down on Sunday evening to attend. Each applicant is giving 10 minutes. There are 22 applicants and the order of the presentations are not known. She will report to the board at the next meeting.**3. Affordable Housing Summit***Discussion:* A report on the summit was presented. The summit consisted of a few presentations made by concerned parties, including the director, Lori Collins; the City Manager, Chuck Stearns; the Mayor, John Muhlfeld and others. After some discussion, it was thought that there were a few good solutions and tools in the box to support and create affordable housing. It was noted, however, that there was a lot of the same old complaints circulating with not enough commitment to solutions. A Housing Task Force was created which the director will be a part of. A meeting date and time will be sent out by the Whitefish Chamber.**IV. EXECUTIVE DIRECTOR REPORT****Lori Collins****a. Public Housing***Discussion:* The director reported that the MVM has two vacancies with a third by next month. The continuing turnovers is putting a lot of strain on staff to get these done along with all the other work needed at this time of year. She continues to work to fill these vacancies as quickly as possible.

b. Housing Choice Vouchers
<i>Discussion:</i> The director reported that 16 vouchers are leased up.
c. Financials:
1. Current Monthly and Year-to-Date Reports
<i>Discussion:</i> The monthly financial reports were included in the board pack. The following items were discussed: Public Housing:
<ul style="list-style-type: none"> • 8029.14 Capital Funds – This states that 0% has been received to date. The director explained that the full amount of budgeted Cap Funds had been received. Since they were actually allocated by the state in FYE 2015 and receipted in during that fiscal year, they will not show on this report. At year end, FYE 2017 will show in the current FYE 2016; • 4140/4150 Training & Travel: The director explained that the allocated funds should cover approximately 2 trainings per year. A regional training is scheduled in the spring and a national training is scheduled in the fall. • 4190 Sundry – This account is over due to the purchase and set up of wireless for the MVM. This was an unexpected item that was not budgeted for so will likely need a budget adjustment at year end. • The 6/30/15 year-end report for homeownership & development ended with a very nice positive balance. • We are currently at the 2nd month on the budget. No specific discussion was had on the current financials as no one had any specific concerns or questions.
Homeownership & Development:
<ul style="list-style-type: none"> • The budget as a whole will appear a bit off due to the FYE 2015 quarterly payment paid to the public housing is actually paid and allocated in the FYE 2016 budget. This will normally work itself out by our fiscal year end.
d. Other PHA Business
1. New Board Member – Ben Davis
<i>Discussion:</i> The board welcomed the newest board member, Ben Davis. He gave a brief history of his past service and was gladly welcomed to the board.
2. NAHRO Conference / Training - LA
<i>Discussion:</i> The director reported that overall the training was worthwhile, noting that the networking component was worth much more. Talking and learning from other directors and commissioners is the best use of time at these trainings. She noted that the smoking issue and enforcement of the policy is a concern of the majority of the housing authorities that have a non-smoking policy in place. There were no easy fixes to this issue.
3. MVM Thanksgiving
<i>Discussion:</i> The director let the board know that the annual Thanksgiving meal hosted by the housing authority and served by the staff would be held on Thursday, November 19 th at 2 pm. She strongly urged all commissioners to attend. This is a very happy occasion and she hopes all can attend.

V. <u>Homeownership & Development</u>	Chair	
a. Update on Current Projects		
<i>Discussion:</i> The director reported that she is still working with a local household interested in purchasing a permanently affordable home as part of our program. They continue to work with a lender and are moving forward with hopes of purchasing by winter.		

VI. <u>OTHER BUSINESS / Commissioner Comments</u>	Chair	
The following discussions were had:		
<ul style="list-style-type: none"> • A commissioner asked about the upcoming schedule for Gone Fishing and when/if we had been placed on it. The director will work on this and report back to the board. 		

VII. ADJOURN		
The meeting adjourned at 5:56 p.m.		

Signature below signifies adoption of the minutes.

Jo Couins 11/18/15
Executive Director Date

Myma F. Fleming 11/18/15
WHA Board Chair Date