

Whitefish Housing Authority**Minutes of Board Meeting****March 23, 2016****4:05 pm Start 5:17 pm Adjourn**

Meeting held at the Mountain View Manor, Whitefish

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

AGENDA**I. APPROVAL OF MINUTES Chair**

The February minutes were adopted.

Motion to Accept by: Ralph Ammondson

Seconded by: Robert Fitzgerald

All voted in favor.

II. PUBLIC COMMENT

Two tenants from the MVM:

- P. Petersen - Wanted clarification on the grievance procedure and what was happening with a specific tenant she is having issues with. The director let her know that the board was there to hear her issues but would be not taking any action. She also let her know that she would not be notified regarding any action taken involving another tenant. The director invited her to schedule a meeting to discuss any specific issues she is having.
- M. Clark – Asked what the role of the board was. The director let her know that the boards time was limited and that he is welcome to schedule an appointment with her to go over the roles of the staff and board of the housing authority.

III. OLD BUSINESS**Chair****1. Commissioner Handbooks:**

Discussion: The commissioner, Alison Young, reported that she was as close as she was able without additional feedback from the other commissioners and the director. She stated that this book was going to be a resource and asked if they saw a need for any more additions to the index. Hearing none from the group, Alison, Myrna and the director will pull together the needed information and put the books together.

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

Discussion: The director reported that the MVM has one vacancy that has a move-in at the end of the month.

b. Housing Choice Vouchers

Discussion: The director reported that 16 vouchers are leased up.

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:

No specific discussion was had on the current financials; no one had any specific concerns or questions.

d. Other PHA Business
1. By-Laws
<i>Discussion:</i> The director asked to put the by-laws discussion on the next agenda. All agreed.

V. Homeownership & Development	Chair
a. Update on Current Projects	
<ul style="list-style-type: none"> <u>Homebuyer:</u> The director reported that the newest homebuyer had closed on her home the previous Monday. All went smoothly and the buyer is very, very happy. The cost was \$90,000 from CDBG Program Income. <u>WF Crossing:</u> The director reported that the project is moving forward and that the housing authority will receive six affordable rental units. She reported that the Draft Covenant Agreement had been drawn up and was going through some additional changes. Hopefully this will be wrapped up and submitted to the developers by the next board meeting. <u>Capture of WALT by WHA:</u> The director explained that it was necessary to bring the WALT 501c3 under the WHA auspices so that we can file our paperwork with the state with the appropriate board members. She went on to say that there would be no meaningful changes to the makeup of the non-profit. This was simply a housekeeping item. She asked that the board elect two officers, the president and the vice president and noted that she is by definition the secretary. After some discussion, Ben Davis was nominated for President and Alison Young was nominated for Vice President and the seating of Lori Collins as the Secretary was approved. 	
Motion to Accept by: Robert Fitzgerald	Seconded by: John Middleton
All voted in favor.	

VI. OTHER BUSINESS / Commissioner Comments	Chair
<ul style="list-style-type: none"> It was asked if the director needed a property manager's license or accreditation to manage the affordable rental homes. She was advised to contact the Board of Realty Regulators A commissioner asked if all was moving ahead with the maintenance wish list. The director reported that all was moving ahead on schedule as time and resources become available. 	

VII. ADJOURN	
The meeting adjourned at 5:17 p.m.	

Signature below signifies adoption of the minutes.

Ben Davis 4/20/16
 Executive Director Date

Myra F. Fleming 4/20/16
 WHA Board Chair Date