

Whitefish Housing Authority**Minutes of Board Meeting****June 22, 2016****4:05 pm Start 5:29 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, Ralph Ammondson, Bill Mulcahy, Alison Young and Robert Fitzgerald	
Absent:	John Middleton and Ben Davis, excused	
Public:	None	

AGENDA**I. APPROVAL OF MINUTES Chair**

The May minutes were adopted with one typo noted.

Motion to Accept by: Alison Young

Seconded by: Ralph Ammondson

All voted in favor.

II. PUBLIC COMMENT

None

III. OLD BUSINESS**Chair****a. By-Laws**

Discussion: The director reported that she had made additional changes per Myrna Fleming. It was noted that the addition of Article 2, Section 5 CONTINUED ABSENCE FROM MEETINGS was missed. She reported that this was a section that was adopted by the City and was the impetus for changing the By-Laws to begin with. After some discussion on the meaning and procedure to act on this section, the director included this section and is now asking the board to adopt as submitted. A motion was made to adopt **Resolution # 256: BY-LAWS.**

Motion to Accept by: Bill Mulcahy

Seconded by: Alison Young

All voted in favor.

b. FYE 2017 Budget

Discussion: The director reported that she had sent out the final draft of the FYE 2017 Budget to the board and is now looking for adoption which is needed at HUD by months end. She reminded the board that no additional changes were made to the budget since the additions/changes made and approved at the previous month's meeting. After some discussion and clarification on upcoming contracts that may increase including utility's a motion was made to adopt the budget in its entirety including PH, HCV and HO&D: RS,

Resolution # 255: FYE 2017 Budget.

Motion to Accept by: Bill Mulcahy

Seconded by: Ralph Ammondson

All voted in favor.

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

Discussion: The director reported that there were no vacancies at the moment but she is expecting three by month's end. She reported that one of these units will require extensive rehab. She reported that maintenance is going well in the building. Brendon is working on the sprinkler system and continuing issues with the air conditioning and heating units at the ends of the hallways.

The director reported that she had received a bid to replace the two non-working air conditioning units at a cost of approximately \$10,000. She let the board know that she would like to accept this bid and move forward on the replacement. There was no objection from the board.

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. A discussion was had on: Budget to Actual PH: 4190 Sundry: Office Expenses: The director explained that a negative number in the \$ Over Budget column was in fact a good thing. It shows that we have spent less than we had budgeted for. A positive amount means that we have spent more than we anticipated in that line item. A question was asked if there is a penalty for having too much money in the bank. The board heard from the Auditor in December that it may be necessary to spend down some of the saved funds. The director reported that since then the Auditor reported that we do not need to spend down funds at this time and that HUD is not recapturing funds at this time. The auditor will keep us informed. A request was made to have a bank statement and savings account reconciliation at the monthly meetings. The director will include these statements at all board meetings. The director reported that she had closed out the 2013, 2014 & 2015 Capital Funds grants. The 2016 grant is open and is being spent down. A question was asked regarding the meaning of the Net Ordinary Income line item. The director reported that she was not sure what this amount means but would try and find out and report back.
d. Other PHA Business
1. MP-NAHRO Training – Park City, UT
<i>Discussion:</i> The director reported on her attendance at a full day class on AFFH (Affirmatively Furthering Fair Housing) and the assessment that will be required. This will be a very large and cumbersome assessment project could take approximately 300+ hours of work to complete. This “un-funded mandate” from HUD is an assessment that all City’s, States and Housing Authorities must complete to attest to our efforts to create and comply with fair housing in our areas. She heard that consultants could cost up to \$70,000 to help with this report. HUD is suggesting that states, cities and housing authorities team up to complete this assessment. She believes that it is not scheduled until around 2019. She will continue to learn about this project and keep the board informed. The other full day at training was spent on learning all the HUD updates and items/changes coming down the pike that we will need to pay attention to. She reported that she learned that there are extensive changes to the ACOP (Admissions and Continued Occupancy Policy) that is specific to our public housing. She will be hiring Nan McKay to help with the update at a cost of approximately \$1000.
2. Site Visit with OHP (Office of Public Housing)
<i>Discussion:</i> She reported that this was a great visit and she learned a lot. She gave a tour to the people and they were interested in looking at what specific issues we had with our REAC inspection. They were going to bring back the information, complaints and concerns I had and let me know that they were hearing this complaint from a great many housing authorities.
3. Summer BBQ
<i>Discussion:</i> After some discussion it was decided that the BBQ will be held on the regular board meeting day of July 20 th beginning at 2 pm. She let them know that the staff and commissioners work the grill and help to set up and serve. WHA provides the grilling food, snacks and drinks. The staff, commissioners and residents are invited to bring dishes to share.

V. Homeownership & Development	Chair	
a. Update on Current Projects		
<i>Discussion:</i> A question was asked regarding the waitlist for the upcoming VIZO rentals. The director reported that there was no waitlist at this time. When the completion date is closer, we will advertise and create a waitlist for the six units.		

