

Coos-Curry Housing Authority
Regular Board Meeting

M I N U T E S

January 23, 2013
North Bend City/ Coos-Curry Housing Authorities Main Office
1700 Monroe St.
North Bend OR 97459

Attendance:

Coos- Curry Board Members: Susan Brown, President; Joe Cook, Commissioner; Chris Christopher (via phone), Commissioner; David Tilton, Commissioner (via phone); David Kitchen, Commissioner (via phone); Bruce Newman, Commissioner (via phone), Beverly Nordquist, Commissioner (via phone).

Absent: None

Staff: Ned Beman, Executive Director; Tammy Laird, Finance Director, and Denise Russell, Administrative Assistant to the Executive Director.

Others Present: None.

1. **Call to Order:** The meeting was called to order by Susan Brown, President at 4:02p.m.
2. **Establishment of a Quorum:** A quorum for the Coos-Curry Housing Authority was established.
3. **Residents and Citizens to be heard:** None.
4. **Approval of Minutes:** Upon a motion by Commissioner, Chris Christopher, Commissioner, Bruce Newman 2nd) the minutes of the Coos Curry Housing Authority's Regular Meeting were approved. The motion carried unanimously.
5. **Resolution No. 585: Employee Handbook Amendment of the Direct Deposit Policy:** Coos-Curry Housing Authority heard the Resolution to Amend the Personnel Policy Handbook's Direct Deposit Policy to state that direct deposit is a condition of employment that requires all employees to receive their pay via Direct Deposit. A motion to accept the policy was made by Commissioner, Chris Christopher; (Commissioner Dave Kitchen 2nd). The motion carried unanimously.
- 6-7. **Resolution No. 586 and 587: Appreciation and Recognition of Ms. Joyce Jansen and Ms. Jeri Allemand-Honeycutt's Service:** Coos -Curry Housing Authority heard the Resolutions of Appreciating and Recognition of Ms. Joyce Jansen and Ms. Jeri Allemand-Honeycutt's Service. A motion to send letters of appreciation was made by Commissioner, Bruce Newman; (Commissioner, Dave Kitchen 2nd). The motion carried unanimously.

Commissioner, Dave Kitchen, commented that the restoration of the Egyptian Theater is great. He did not realize that they were restoring the building.

8. **Discussion of the Reorganizational Structure:** Ned Beman explained that when he had his evaluation in November with the North Bend City/Coos-Curry Housing Authorities, one of the requests was for a succession plan that was budget neutral to provide a seamless transition for the Agency upon the Executive Director's departure in three years. In order to fulfill this request, there will be an organizational structure change that will include a Deputy Executive Director. In order to maintain budget neutrality, the organizational structure will change to reflect no Director positions and no Assistant Manager positions. In place of those, there will be an Accountant that reports to the Executive Director and a Public Housing Manager, a Multi-Family Housing Manager and a Section 8 Manager that will report to the Deputy Executive Director. All of the Manager level positions will have the same pay grade.

The additional staffing requested by the employees is 1) an additional person to help in a labor capacity to the maintenance department and 2) a full time receptionist to assist with the applications and Section 8 packets. The maintenance person being considered is the part time custodian for Hamilton Court through Star of Hope. The reorganizational structure was presented to the staff January 7, 2013, at the Staff Meeting.

All the positions will be internal hires with the exception of the Receptionist position. The Deputy Executive Director will be in charge of operations. The person chosen to fill this position, will interface with State, Federal and Community contacts, as well as, have the ability to run the Housing Authorities at the end of three years. This will enable the Deputy Executive Director to provide a seamless transition, upon the Boards approval to hire the individual into the Executive Director Position.

Ned requested that the Coos-Curry Housing Authority select an Interview Panel member to help select the Deputy Executive Director. The Board of Commissioners selected Commissioner Chris Christopher to serve on the panel. Ned will let Commissioner Cook know when the interviews will take place.

9. **Secretary's Report:**

- A. **Financial Report:** Executive Director Ned Beman reported that the Financial Reports format and function are being improved.

There are monies in the Capital Funds from 2011 and 2012. The Housing Authority is saving up money to do some interior kitchen work. The cost of this update is approximately \$10,000 per unit of which there are ten.

The Profit and Loss statement is becoming clearer as it is being moved old system into the new one by the accounting department. December is the last month that the Housing Authority should have to use reserves to operate Public Housing. January is the beginning of full funding and Coos-Curry Housing Authority should be operating in the black. HUD is front loading funding, but without the Federal 2013 Budget, spending and expenses for the Housing Authority will be very conservative until the actual funding is known.

- B. **Operations Report:** Section 8 Vouchers are 100 percent leased with no additional funding available for additional vouchers. Currently, the Vouchers are over budget, so the program is being slowed down until additional funding is available through the cyclic nature of the program.

VASH Vouchers currently total 17; two are from Curry County and two more are looking. The case working is working on a couple of more for Curry County. This will help balance the program between Coos and Curry Counties. Occupancy is the best that we can be – it will drop a little bit to make the correction in being over budget. The good news is that because of lower reserves, Section 8 will be getting more funding for 2013. Because there is no more money – there are no more vouchers to offer.

Mainstream is full and 100 percent occupied in full in Public Housing.

- C. **Maintenance Report:** None

10. **Informational Items;**

- A. **PHA Litigation Complaint:** There are 352 Plaintiffs and there will be a few more when they do an amendment to the claim. The claim is well represented throughout the country and includes both large and small Housing Authorities. The Judge that has been assigned to the case has ruled in favor of Housing Authorities in the past in this type of case.
- B. **Empty Board Seats:** Ned Beman has talked to a couple of people in Coos County regarding their interest in taking a seat on the Coos-Curry Housing Authorities Board of Commissioners. President, Susan Brown, has asked David Smith to find an individual from Port Orford to be a on the Board. Curry County will need to fill two vacancies on the Board.

11. **Executive Session:** None

12. **Adjournment:** Upon a motion by Commissioner, Bruce Newman; (2nd Commissioner, Beverly Nordquist, 2nd), the Coos-Curry Housing Authority meeting was adjourned at 4:21 p.m.

Susan Brown, President
Coos-Curry Housing Authority

ATTEST:

Ned Beman, Executive Director