

Coos-Curry Housing Authority
Regular Board Meeting

M I N U T E S

March 27, 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; David Tilton, Commissioner (Via Phone); Joe Cook, Commissioner; and Chris Christopher, Commissioner (Via Phone).

Absent: Bruce Newman, Commissioner and David Kitchen, Commissioner.

Staff: Ned Beman, Executive Director; Denise Russell, Assistant to Executive Director.

Others Present: One Citizen – Would not sign in.

1. Call to Order: The meeting was called to order by Susan Brown, President at 4:01 p.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, David Tilton (Commissioner, Joe Cook 2nd) the minutes of the March 27, 2013, Coos Curry 5-Year Annual Plan and Coos Curry Housing Authority's Regular Meeting were approved with the correction of the word "usually" to "usual" in the first sentence of the 5-Year Annual Plan. The motion carried unanimously.
5. Resolution No. 591: Salary/Wage Freeze: Ned explained that because of the funding situation, he is recommending that the salaries be frozen until additional funding is available. Commissioner Tilton wondered if this is a result of the sequestration and whether the Housing Authority needs to do it affective April 1st or is there a chance that Congress will come to their senses. Ned responded that it was because of the sequestration, and that Congress will not be looking at this item again until September because they already voted on the continuing resolution. Public Housing took a 20 percent cut and Section 8 Admin Fee took a 30 percent cut. The sequestration cuts start April 1st, 2013. A motion was made by Commissioner, Joe Cook; (Commissioner, Chris Christopher 2nd) to pass the Salary/Wage Freeze. The motion was passed unanimously.
6. Resolution No. 592: Medical Insurance Cap: Ned noted that the medical insurance benefits that the Housing Authority pays currently will continue, but future increases will be borne by the employee. Commissioner Tilton wondered when the increase, if any, will be in effect. Ned stated that he believed the medical insurance renewal is done in July, so employees do have some time before increases take effect. Ned responded to Commissioner Cook's question about a date that this resolution might be rescinded; stating that this resolution may never be rescinded because the Housing Authority needs to cap what it pays in medical insurance. Commissioner Joe Cook made a motion to adopt Resolution No. 592 to introduce a cap on the Medical Insurance payments; (Commissioner, Chris Christopher 2nd). The Motion

was passed unanimously.

7. **Resolution No. 593: Section 8 Administrative Plan and Coos-Curry Public Housing Admissions and Continued Occupancy Policy Amendment:** HUD is allowing temporary changes to *Section 8 Administrative Plan* and *Admissions and Continued Occupancy Policy*. The two changes that the Housing Authority will be making are that individuals can self-certify that they have \$5,000 or less, and on a fixed-income the cost of living increases at their annual meetings with staff. Because of the size of the Housing Authority it will not save much money. Commissioner, David Tilton made a motion to adopt Resolution No. 593; (Commissioner Joe Cook 2nd). The resolution was passed unanimously.

8. **Contract of Employment between the North Bend City/Coos-Curry Housing Authorities and Executive Director, Ned Beman:** At President Susan Brown's motion and Commissioner Chris Christopher's 2nd, the Board of Commissioners went to Executive Session to review Ned Beman's Contract of Employment. Commissioner Dave Tilton made a motion that the contract be approved with the proviso that the North Bend City Housing Authority approves the exact same contract; (Commissioner, Joe Cook 2nd). Motion was passed unanimously.

9. **Resident Commissioner Applications Review and Select New Commissioner:** Ned stated that the Coos-Curry Housing Authority received four applications for Resident Commissioner. It is up to the Board to choose one of the applicants and they will be seated at the next Board meeting. Commissioner Tilton knows Mark Low and is favorably disposed towards him. He has done business with Mark, and he has honored his payment agreement faithfully.

President Brown noted that it is hard to choose a Board Member without the chance to meet them and discuss them. Susan asked if there was a process in place for interviewing potential Commissioners. Ned noted that this is the first time that the Housing Authority has received more than one application. It is feasible to postpone this action until the next Board meeting and invite them to the meeting.

Commissioner Christopher asked Ned if he knows any of the applicants, and he indicated that he did not. However, he did verify their good standing with the Housing Authority. The Commissioners discussed whether or not they would like to meet the candidates prior to choosing an applicant, whether to use a formal interview or a meet and greet. The conclusion of the discussion resulted in choosing an applicant from the four that applied, and to seat them at the next Board meeting.

Commissioner Joe Cook made a motion to choose and appoint Mark J. Low; (Commissioner, Dave Titlon 2nd). The motion was passed by a majority with President, Susan Brown voting no. President Brown noted on the record that it would be good for the Board to meet all the applicants.

10. **Secretary's Report:** Ned requested the Board to move their next Board Meeting to Tuesday, April 23, 2013, because travel plans will not allow him to be at a Wednesday meeting. The Board agreed to move the next Board meeting.

- A. **Financial Report:** The Housing Authority is still in the process of trying to figure out where we are. The HA has been having internal budget meetings to see where we are with the reduction in funding for the rest of the year. One thing that we do have is a healthy Section 8 reserve to use to get through this time of need. Public Housing reserves have already been taken back by HUD; however, Public Housing can use Capital Funds for operations. Next month will have good details of where we are and what we will be doing. Ned noted that the Capital Funds for 2011 is still \$52,000 and for 2012 \$73,000

that haven't been touched. Of course the hope is that the 2014 Budget is better than what this one is, but it is anyone's guess. The reserves in Public Housing is unrestricted and is okay because the Housing Authority needs to keep them around the \$126,000 mark so that HUD doesn't take the funding back. The unrestricted is \$245,000 – money that can be used for supplementing what was cut in the administrative fee. Next month will include a projection of how long that will last. Restricted is \$131,000. The one thing that has yet to be determined, is housing assistance payment was budgeted at 94 percent. The Housing Authority has not been leasing up and we should still be good.

The problem is that the train has stopped and it is very hard to get the train moving again. The problem could be that the Housing Authority may receive a bunch of money that needs to be spent down in three months – and may not be able to do it. Main Stream is down a little bit, but it is still okay. The Housing Authority is leased up; however, the ones that are still unhoused but have vouchers have been pulled back and added back to the top of the list. Commissioner Cook asked for clarification of the Voucher program being budgeted at 94 percent, Ned indicated that we do not know what that means to us yet – the Housing Authority received \$2000 this month. The Housing Authority is keeping the Voucher's at 99 percent of our budget and that is what we have to maintain. This is reflected by a lower lease up rate.

Ned is meeting with the RAD Will Lavy while in Washington, D.C. to discuss the program again because the RAD program will relieve pressure funding wise on some things. Also, when he talks with the Congressional people, Ned will address the influx of money that needs to be put into the program.

B. Operations Report:

C. Maintenance Report: None

D. Contracts and Projects: None

E. Staff/Training: None

F. Informational Items: Provide the Organizational Chart with names for the Board's information. As of the end of the month, Mary Bottorff, the Inventory Clerk will no longer be with the Housing Authority because of the budget cuts.

Susan noted that the Board needs a couple of Board members from Curry County. Ned indicated that he would work with the Commissioner's from Curry County to find those perspective members.

11. **Executive Session:** None

12. **Adjournment:** Upon a motion by Commissioner, Joe Cook; (Commissioner, David Tilton, 2nd), the Coos-Curry Housing Authority meeting was adjourned at 4:48 p.m.

President
Coos-Curry Housing Authority

ATTEST:

Ned Beman, Executive Director