

Coos-Curry Housing Authority  
Regular Board Meeting

M I N U T E S

June 26, 2013  
North Bend City/ Coos-Curry Housing Authorities Main Office  
1700 Monroe St.  
North Bend OR 97459

Attendance:

Coos- Curry Board Members: David Tilton, Chair; Bruce Newman, Vice-Chair; Joe Cook, Commissioner; and Mark Low, Commissioner

Absent: David Kitchen, Commissioner and Chris Christoffer, Commissioner

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

Others Present: None

1. Call to Order: The meeting was called to order by Chair David Tilton.
2. Establishment of a Quorum: A quorum for the Coos-Curry Housing Authority was established.
3. Seating of Commissioners: Laura Beville was unable to attend the Board of Commissioners meeting to take the oath of office for seating as a Commissioner for the Coos-Curry Housing Authority. The Board discussed and decided that we would have Laura come into the Main Office prior to the next Board of Commissioners meeting to take the Oath of Office, thus enabling her as a Commissioner for the next meeting.

Commissioner Joe Cook was reappointed for a second four-year term by the Coos County Board of Commissioners. The commission will end in June 2018.

4. Residents and Citizens to be Heard: None.
5. Approval of Minutes: Upon a motion by Commissioner, Joe Cook (Commissioner, Bruce Newman 2<sup>nd</sup>) the minutes of the April 23, 2013, passed unanimously with the following changes/corrections: corrected spellings of Commissioner Newman's and Chair Tilton's last names; correction to elected officers Vice-Chair as Bruce Newman; Correction to attendance reflecting Vice-Chair Bruce Newman in attendance at the meeting; and correction to Table 1 explanation to reflect the following statement, "The Total Liabilities decreased by \$11,477 from 285,037 to 273,560" to conform with the Auditor's Report.
6. Resolution No. 596: Employment Handbook Update: The Housing Authority sent the *Employment Handbook* to the HA Attorney to update the Handbook to agree with current state law, to incorporate policies that the Board of Commissioners has approved, and changed the name of the Handbook from *Employee Personnel Handbook* to *Employment Handbook* because the Handbook also includes employee hiring policies. Policies that have changes to them are as follows: The FMLA policy now states it is affective when the Housing Authority has 25 or more

employees; The addition of a Wellness Policy as our insurance company requires; Removal of the Socialization Policy on the recommendation of the HA Attorney; Updated the Computer, Internet, Email and Social Media Use Policy; and Removal of Procedures for Termination because the Housing Authority is an At-Will Employer. These are the major changes to the Handbook.

Chair, David Tilton commented that he believes the 25 employees is the State of Oregon's FMLA requirement and not the Federal Requirement. Ned indicated that the HA is responsible for following the stricter of the two policies.

In addition, the removal of the Termination Policy is good because Chair Tilton has litigated one of these before. The policy would be seen as an implied contract. Ned indicated that the Handbook does state several places throughout it that this is not a contract, but At-Will employment. Shala and Ned had a long discussion on the Handbook.

Chair, David Tilton stated he would entertain a motion to adopt Resolution No. 596, Employment Policies Update. Commissioner Low made a motion (Vice-Chair Newman, 2<sup>nd</sup>) to adopt Resolution No. 596. The Resolution passed unanimously.

Vice-Chair Newman requested clarification on Page 57 of the *Employment Handbook* addressing HUD's Published Income Guideline. Should it be "limits" instead of "wage rates?" Ned explained, every July, HUD publishes a new "Wage Rate" for HUD Maintenance Labor Rates, and the Housing Authorities previous system has been that Maintenance Staff merit increases. This is being changed to reflect HUD "Wage Rates" only.

7. **Resolution No. 597: Coos-Curry Bad Debt Write-Offs:** Ned told the Board of Commissioners that he was very happy that Write-Offs only total \$1,289. Two years ago the Write-Offs totaled over \$5,000. The Write-Offs are turned over to the Collection Agency.

Chairman, David Tilton stated he would entertain a motion to adopt Resolution No. 597, to Write-Off Coos-Curry Housing Authority's Bad Debts. Commissioner Cook made a motion (Vice-Chair Newman, 2<sup>nd</sup>) to adopt Resolution No. 597. The Resolution passed unanimously.

8. **North Bend City/Coos-Curry Housing Authorities Consolidation:** Ned spoke with the North City Housing Authority regarding Consolidation of the Housing Authorities. They hesitantly agreed to have the Resolutions to create a New Regional Housing Authority and the Dissolution of North Bend City Housing Authority included in next month's Board Packet.

The goal is to become more efficient. The reality is that the Housing Authorities are run as one Housing Authority currently; however, they are governed by two different Boards of Commissioners. It is convoluted when it comes to evaluations, contract negotiations, or updating the Employment Handbook because all of them have to go before both North Bend City and Coos-Curry Housing Authority for approval. The other part is the elimination of four waiting lists, only one audit and reporting requirements to HUD by combining by combining the Housing Authorities. Another benefit is over \$70,000 that can be reallocated to other services or operations that will enable improved services to the community. Both Coos and Curry Counties do not seem to have a problem with combining. Ned indicated that he was pleasantly surprised with the reception of the idea by North Bend City on consolidation.

The Boards have to approve the creation of a new Housing Authority, then, approve the

dissolution of the existing Housing Authority. When that has been completed, the same process must be done with North Bend City, Coos County, and Curry County. Each of these entities would appoint three members to the new Board of Commissioners and HUD requires a Resident Commissioner. This will bring the total to ten Commissioners, which is not a good number for a Board. What Ned is proposing is that instead of just one Resident Commissioner that there would be two Resident Commissioners appointed to the new Board to eliminate the even number of Board members. In addition, it would provide for a Resident Commissioner from the Public Housing program and a Resident Commissioner from the Voucher programs. Eleven Commissioners is less than the current number of fourteen (between the two Boards), and no entity would lose any authority.

Ned requested guidance from the Coos-Curry Housing Authority's Board of Commissioners on whether or not to include Resolutions for the creation of a new Regional Housing Authority and the Dissolution of the Coos-Curry Housing Authority.

Chairman Tilton indicated that he would like to see the Resolutions in the next Board meeting because of the savings that can be attained through the consolidation of the Housing Authorities. Ned indicated that it is possible that HUD will require small Housing Authorities to consolidate.

The name of the new Housing Authority would be up to the new Board. Ned proposed South Coast Regional Housing Authority.

Ned is going to take the suggestion of Chair Tilton's to include the Resolutions in the next Board Packet.

9. **Intrusive Salary Cap:** The government, on both sides of the isle, is choosing to try and regulate the amount of income that housing authority Executive Directors can make in salary. No other state run agency that receives funding from the Federal Government is being regulated. Under the private sector management companies that are receiving section 8 funds are not being affected, nor any other industry e.g. defense department. This policy is overstepping their realm of control and taking it away from the function of the Board of Commissioners. It is putting the Executive Directors at a pay grade of a bureaucrat that does not serve at the pleasure of the Board; doesn't interface with local, county, state governments, and federal government officials; and does not have to know how four different programs run. It is an unfair comparison between the types of work that is being done. That is why Ned would like to see the Board of Commissioners send this letter to the President and other government officials.

There are several instances where the government felt that the Executive Director's were getting to much salary. Ned noted that there is only one where he would agree with the assessment of the Federal Government because it was a really small agency where the E.D. was making over \$300,000. The other two agencies were Los Angeles and Philadelphia. This policy will limit who wants to work in the industry.

Chair Tilton will sign the letter to President Obama.

10. **Secretary's Report:**

A. **Financial Report:** The budgets are doing well. The Housing Authority is still using Reserves that need to be lowered. The Section 8 program is still leasing up and using up all of the funding plus some. Section 8 is not quite at the funding authority yet because people are dropping off of the program.

The grant financials appear differently because they are being printed directly from the HUD.

- B. **Operations Report:** Section 8 has sent out 75 Top of the List Appointments of which only 34 showed up. The number of applicants that will qualify and get through the rest of the process will be fewer yet (maybe 10 to 15.)

Interestingly all of the Curry County Appointments showed up. The Housing Authority thanks Oasis for hosting us when we have appointments in Curry County.

The VASH program has 18 currently on the program. They are working on equalizing the ratio between Coos and Curry Counties to accurately reflect the Veteran demographics. Occasionally, when they get disability they become over income and drop off.

- C. **Maintenance Report:** None
- D. **Contracts and Projects:** None
- E. **Staff/Training:** None

11. **Informational Items:** HARRP Annual PERS Report was included in the Board Packet per Commissioner Christoffer's request. Going forward this Report will be included in the Board Packet.

12. **Executive Session:** None

13. **Adjournment:** Upon a motion by Commissioner, Joe Cook; (Commissioner, Mark Low, 2<sup>nd</sup>), the Coos-Curry Housing Authority meeting was adjourned.

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David Tilton, Chair  
Coos-Curry Housing Authority

ATTEST:

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Ned Beman, Executive Director