

Coos-Curry Housing Authority
Regular Board Meeting

M I N U T E S

January 22, 2014
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; David Kitchen, Commissioner (via phone) and Mark Low, Commissioner

Absent: Laura Beville, Commissioner

Staff: Cheryl Slagle, Deputy Executive Director; Karen Dubisar, Accountant and Denise Russell, Assistant to Executive Director.

Others Present: Kerry Leigh, Auditor

1. Call to Order: The meeting was called to order by Chair, David Tilton, at 4:00 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. Auditor's Report Fiscal Year 2013: Kerry Leigh presented the Auditors Report to the Commission. Kerry reported that the Independent Auditors Report is good and that everything is in order. The Management Discussion Analysis gives the financial highlights of the financial statements. Page 6 and 8 of the Report, the basic Financial Statements are presented as a single view for the year. Page 6 and 9 shows the variances between 2013 and 2012's fiscal year. It is easy to see the changes in the assets and the total net positions. The Total Assets changed about \$300,000, the Total Liabilities decreased by about \$112,000 and the Unrestricted Net Position shows a decrease of \$187,913.

Page 8, Total Revenue decreased about \$71,000. The comparative shows FY 2012 Capital Grants of \$113,000 and in 2013 there were none. In addition, the Operating Subsidy increased by approximately \$44,000. This comprises most of the changes in the Total Revenues.

Total Expenses decreased by over \$80,000. This is comprised of Administrative and Housing Assistance payments. Overall the Net Increase was \$8,170. The Total Assets decreased in Equipment - Dwelling for disposals.

The Basic Financial Statements are single year reports that include the Statement of Net Position, Statement of Cash Flows and Notes of Financial Statements. Page 21-24 of the Audit, Supplementary Information, is the Report that is sent to HUD.

The Reports on Internal Control and Compliance with Requirements found no deficiencies.

Vice-Chair Newman complimented the staff for good clean audits.

Commissioner Dave Kitchen was unable to hear over the rustling of paperwork, and did not

realize that the audit was sent in a second email. If he has questions, they can be addressed later.

1 Approval of Minutes: Upon a motion by Commissioner, Bruce Newman (Commissioner, Mark Low, 2nd) the minutes of the October 23, 2013 meeting. They passed unanimously.

2 Resolution No. 602-Adoption of Capitalization Policy: A motion to amend the Capitalization Policy was made by Commissioner, Dave Kitchen (Commissioner, Joe Cook, 2nd), passed unanimously.

The policy will read: *B. If the initial cost of the piece of equipment and/or personal property is less than Five Thousand Dollars (\$5000.00) or its useful life is less than one (1) year regardless of cost, the same shall be treated and recorded as materials or inventory and charged to maintenance, administration, or tenant service expense.*

A motion to approve the Adoption of Capitalization Policy as amended was made by Commissioner Mark Low (Vice-Chair, Bruce Newman, 2nd), passed unanimously.

Karen Dubisar explained that the cost of items keep going up, and as a government agency, until the 1990's did not capitalize assets and recognize depreciation. This policy change is proposed for a time saving measure.

7. Approval of Legal Services: A motion by Commissioner, Joe Cook (Commissioner, Dave Kitchen, 2nd) to approve the Legal Services contract, passed unanimously.

Carlton Law Office's was the only bidder to respond of the five that were on the Bidder's List. Commissioner Joe Cook indicated that the rates are good. Chair David Tilton asked if the Housing Authority was happy with the services that have been provided. The Staff indicated that the HA is happy with the level of services that Carlton Law has been providing.

8. Secretary's Report: Deputy Executive Director, Cheryl Slagle, gave the Secretary's Report in the absence of Executive Director, Ned Beman.

A. Financial Report:

B. Operations Report: Public Housing is currently full. Lisa Lucero, the Public Housing Manager, leased up the last unit last night. Section 8 is holding steady. They are screening applicants to bring on to the program.

Chair, David Tilton, wondered what it means when a voucher expires. DED Slagle explained that the voucher is issued for a length of time and when the applicant does not getting housing in that time frame the voucher will expire. There is a process in place that will allow the applicant to have the voucher extended. The Section 8 voucher is issued initially for 60 days with one 30-day extension available.

The VASH Vouchers are required by regulation to be issued for 120 days. If the applicant does not get housing during that time, they do have to start over. The Housing Authority works closely with VASH clients because of the program that they are attached to. For those that expire, if they are in contact with the VA case manager, they are issued another voucher immediately. If they are not in contact with the case manager, they do lose the voucher.

There are still two vacancies on the VASH program in Curry County. The communication with the VA case worker is improving. The Section 8 Manager is working with the case worker in meeting the Vets and get the paperwork completed.

Commissioner Dave Kitchen extended an apology to the Board for not attending the Board Meetings more regularly. He will be more diligent going forward.

Chair, Dave Tilton, wondered how the legalizing of marijuana and medical marijuana is impacting housing, and that clients are being removed from the programs for doing something that is considered legal. Is this a regulation that is directed by HUD, and are they considering changing it? Commissioner Cook responded that the change will take a Regulatory change at the Federal level.

- C. Maintenance Report: None
 - D. Contracts and Projects: None
 - E. Staff/Training: None
9. Informational Items: The Commissioners term limits are included per the Board's request at the last meeting.
10. Executive Session: None
11. Adjournment: Upon a motion by Commissioner Mark Low; (Vice-Chair, Bruce Newman, 2nd), the Coos-Curry Housing Authority meeting was adjourned.

David Tilton, Chair
Coos-Curry Housing Authority

ATTEST:



Ned Beman, Executive Director