

North Bend City Housing Authorities
Regular Board Meeting

M I N U T E S

January 28, 2014
North Bend City Housing Authorities Main Office
1700 Monroe St.
North Bend OR 97459

Attendance:

North Bend Board Members: Kevin Owens, Chair; Patty Cook, Vice Chair; Ron Cleveland, Commissioner and Helen Sutthill, DVM, Commissioner Absent: None.

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

Others Present: None

1. Call to Order: The meeting was called to order by Kevin Owens, Chair at 12:27 p.m.
2. Establishment of a Quorum: A quorum for North Bend City Housing Authority was established.
3. Oath of Office: Helen Sutthill, DVM, took her Oath of Office as Commissioner of the North Bend City Housing Authority as directed by the appointment to the Board from The City of North Bend.
4. Residents and Citizens to be Heard: None
5. Approval of Minutes: Upon a motion by Vice-Chair, Patty Cook; (Commissioner, Ron Cleveland 2nd) to accept the minutes from November 26, 2013, of the North Bend City Housing Authority's Public and Regular Meetings were approved. The motion carried unanimously.
6. Resolution No. 726: Capitalization Policy: Executive Director Beman explained that the Resolution just increased the limit from \$2,000 to \$5,000 for capitalization of assets. This will help eliminate some paperwork.

Chair, Kevin Owens requested a motion for approval of the Capitalization Policy. Vice-Chair Patty Cook made a motion (2nd by Commissioner Ron Cleveland). The motion passed unanimously.
7. Resolution Number 727: Appreciation to Ms. Marie Martin in Recognition of Service: Chair, Kevin Owens requested a motion for approval of the Capitalization Policy. Vice-Chair Patty Cook made a motion (2nd by Commissioner Helen Sutthill, DVM). The motion passed unanimously.
8. Approval of the Legal Services Contract: Executive Director Beman explained that the Legal Services Contract was up for renewal. The RFQ was sent out to five attorneys, of which, only one responded to the request. He is recommending to the Board that Carlton Law Offices continue to be contracted for the Housing Authority's Attorney. Vice-Chair Patty Cook made a motion (2nd by Commissioner Ron Cleveland). The motion passed unanimously.
9. Secretary's Report: Vice-Chair Cook requested that before the Secretary's Report is given, that she would like to discuss the consolidation of the North Bend City Housing Authority and the

Coos-Curry Housing Authority. Vice-Chair Cook would like to see if there is something else that can be done, whether Housing Authority approaches them again with a new proposal or not. It appears that the City Council felt if the Housing Authorities were consolidating that something should have to be cut, which is not the point of the consolidation. The initiative was present as a means to streamline and cut waste out of reporting and time spent in duplicative work. Vice-Chair Cook feels that consolidation is in the best interest of the Housing Authority. Executive Director Beman indicated that he will look at some options and report back to the Board of Commissioner's next months. Chair Owens requested that the discussion wait until he will be able to attend in March. The Board agreed to discuss this topic in March 2014.

- A. **Financial Report:** The Housing Authority is losing money, which was a known fact because HUD has not been paying out as much for the program. The Administration, Utilities and Contract Expenses are down overall. Employee Benefits and Maintenance Salaries are up a little bit.

Airport Height's income and expenses are down. This is still because HUD has reduced the funding that is being provided for the program. The shortages are being covered by the Capital Funds.

Vice-Chair Cook wondered why the expenses are down. Executive Director Beman indicated it is because

- B. **Operations Report:**
 - C. **Maintenance Report:**
 - D. **Contracts and Projects:** None
 - E. **Staff/Training:** None
- 10. **Informational Items:** None
 - 11. **Executive Session:** None
 - 12. **Adjournment:** Upon a motion by Commissioner, Helen Sutthill, DVM; (Vice Chair, Patty Cook 2nd), the North Bend City Housing Authority meeting was adjourned at 12:47 p.m.

Kevin Owens, Chair
North Bend City Housing Authority

ATTEST:

Ned Beman, Executive Director