

North Bend City Housing Authorities  
Regular Board Meeting

M I N U T E S

March 24, 2015

North Bend City Housing Authorities Main Office

1700 Monroe St, North Bend, OR 97459

Attendance:

North Bend Board Members: Patty Cook, Chair; Helen Sutthill, DVM, Vice-Chair; Bruce Martin, Commissioner and Marie Martin, Commissioner

Staff: Cheryl Slagle, Deputy Executive Director; Karen Dubisar, Accountant; Lisa Lucero, Public Housing Manager and Denise Russell, Assistant to Executive Director

Others Present: Bruce Newman, Chair Coos-Curry Housing Authority (via Phone); Peter Liverca, Nina Bargas, Barbara Roberts, and Roger Semin Residents of Hamilton Court

1. Call to Order: The meeting was called to order at 12:30 p.m.
2. Oath of Office – Mary Stiles: Mary Stiles took her oath of office for the North Bend City Housing Authority's Board of Commission.
3. Establishment of a Quorum: A quorum for North Bend City Housing Authority was established.
4. Residents and Citizens to be Heard: Peter Liverca, Chair for the Up & At' Em's Seniors resident group asked if there were any decisions made from the last meeting and what the outcome was? He had an update to provide to the Board. Peter gave the Board Chair the notice that was posted after the vote, which ended up 17 to 17 (total of 34 votes). The notice was posted about an hour after the votes were counted.

The voting box was placed back out. Only two or three items were found in the box after a couple of days. Neither was a vote, but letters wondering what it was about.

Chair Patty Cook stated that her understanding is that the group would need new by-laws that provide for a treasurer and a secretary to take over the checkbook again. Peter's suggestion is to go back to the old by-laws because those will give the group everything they need, and we need to get a secretary. They have someone willing to be the Treasurer. Peter stated that they would try and find someone willing to be the Secretary at their next meeting. Then, they would be able to vote at the meeting on how they want to proceed. The ones that come to the meetings are the ones that are affected by all of this.

Peter stated that they have purchased products for meals, and they have not been reimbursed for that yet. The group cannot afford to keep doing that. The group wants to have another dinner on April 5<sup>th</sup>, but they are a little worried about that now because the money is not readily available. It is creating a few problems; they are kind of minor, but they are there.

Karen Dubisar, Accountant for the Housing Authority, asked if the group has turned in their receipts. Lisa Lucero, Public Housing Manager, responded that they had; however, she had a question on a couple of them, which has been resolved and the receipts have been turned into accounting. Peter noted that it is all time, and that they are poor people that cannot afford it. Ms. Dubisar stated that she understood that, if they are planning an event and know what the cost is they can ask up front. Peter noted that they do not know until they have gone to the store what the cost is. Chair Cook suggested that the group may have to start planning better until they are able to establish a Board and get situated to have the checkbook back.

Resident Barbara Roberts noted that she has no opinion either way that the group goes; however, she has had dealings with the office. She has not had any difficulty getting money. When she asked for checks, all the checks were written and disbursed to the people for all of the receipts that were turned in. The money has always been there to use, but she has never seen anyone step up to use the money.

When it came time for the holiday dinners, no one was doing anything so Barbara went to Ned and we cannot wait any longer or we are not going to get anyone to do them. Ned told her that she was in charge of it. She asked a couple of people to help, Mary and Pete. We had no problems doing those dinners or getting the money. She does not understand, unless the HA Board has tied up the money, why there is a problem getting money.

Chair Cook responded, that it is how the by-laws are written. The group will need to have the old by-laws back in place, and have officers – President, Vice-President, Treasurer, and Secretary. The group will have to have minutes taken of all their meetings, keep all receipts for purchase and accounting will audit their books once a year, as they have done in the past. Peter noted that would work. Barbara noted that the last meeting the old Board had, there was not a single person willing to be an officer out of the sixteen people that were there. The group called Pete, so he came down and said that he would be President. Barbara doesn't understand why there is all this mess. She also informed the Board that she was one of the people that worked on the by-law changes because she was asked with another person to go through and take out all the stuff that didn't mean anything anymore, and try and make them a little smaller for a small group of people. Barbara has no problem with the group going back to the old by-laws if that is what they prefer. From Barbara's perspective, she has never had any problems getting money for anything that she wanted.

Commissioner M. Martin noted that some of the Board is in the dark about the issue, and what has been done since the last meeting - what the vote was. Chair Cook responded that she was unaware of what the vote was. She had a discussion with E.D. Beman, who stated that the Up & At 'Em's group needs to set up their by-laws again so that they can get the checkbook back.

Commissioner Stiles noted that the residents that are coming to the meetings need to elect the change back to the old by-laws. Ask for a motion from the group about going back to the old by-laws and see if it passes. Commissioner Stiles, suggested that Pete has taken a lot on himself and has not conferred with people, which is irritating to a lot of the residents. Peter noted that those that were involved in the change do not come to the meals or the meetings. Those that do, have a problem because we have tied up the money, and it is not readily available for whatever reason. Today the group has a problem.

At the next meeting, Pete will tell the group what is going on and what the requirements are so that the group can make a decision.

Commissioner B. Martin indicated that he had not seen any correspondence, and was waiting to hear at this meeting. It is clear in the correspondence what is required to set a group up, and if you have the officer in there, then you can have what you are asking for back, if you have that vote. It got to be a meeting, it has to be by the by-laws and it has to be that way. It must have come from E.D. Beman, and that what it has to be. You have to elect officers as the Executive Director is directing you to do. If you follow those procedures and guidelines, Commissioner Martin does not see a problem, if you have the members to do that. Commissioner B. Martin, stated that he probably speaking out of turn – Chair Cook indicated it is fine. Commissioner Martin stated that is what he reads in the memo. If you do not have President, Vice-President, Secretary and Treasurer it is not going to happen. You have to have the vote and the people committed to it. Commissioner B Martin stated personally he doesn't care and he is speaking out of turn again, if you have 15 people at the meeting and they hold a vote you have what you need. Pete indicated that would be twelve or more people, and you would have a vote. Commissioner B. Martin stated, whatever you get, but you have to go through the procedures. Pete cannot come and ask for it back because he wants it back, it has to be established in a meeting, you have to be elected, it has to go through that process, and assume the old by-laws and until your council gets together and forms a new set of by-laws. Commissioner Martin supposed that it can be done, but he doesn't know the exact procedures, he just knows how it usually works as you go through.

Commissioner B. Martin stated that coming in and asking for it, it would be great if the Board could say yes, but they cannot. It has to go through the Executive Director, you have to form those by-laws, you have to form the organization with the officers to get it back, and then I don't see it as a problem.

Commissioner B. Martin asked resident, Barbara Roberts, for clarification on what she meant by, "You don't care whichever way it goes." Barbara explained that she has been here a long time, so she has seen it both ways with the full by-laws and the way that it is right now. Barbara noted that this is what happens at every meeting they have. It is nothing but arguments, and needs to be settled one way or the other. They either need to get people that are going to be on the Board and do it, or go back to the Chair and the Vice-Chair as it states in the current by-laws, and the money states at the Housing Authority. If it goes back the other way, the money comes back to their pocket. The arguments have to stop. Barbara doesn't know why they don't just hold a meeting and have a vote on the issue, if that is what the Chair wants to do – get the people there and vote on it. Public Housing Manager, Lucero, indicated that is what the ballot box was for, which resulted in a tie of 17 to 17 on returning to the old by-laws. Commissioner Stiles indicated that there may have been some confusion in the way the information was presented to vote on.

Barbara asked what difference it make where the money is. It is probably easier if the resident group has a Board and they control it, but if the money is at the Housing Authority can't they use it as a group. Accountant Dubisar indicated that they could use it as a group. What the holdup is that accounting only writes checks three or four times a month and cannot just stop and write a check. The other thing is that the Public Housing Manager does have a credit card and can make purchases for the group on it. In accounting, they cannot just stop everything and write a check, so the group needs to plan ahead. Peter asked if it was a problem to do the yearly audit. Ms. Dubisar responded, that sometimes it takes a while to do the audit because other work flow, and other times there have been Treasurers that have been extremely good, who had things together and did not require asking for missing items or reconstruction of stuff. It just depends. The Accounting Department has never had a problem with any kind of discrepancies –

if there are, they have always been corrected. Accounting has always enjoyed working with them. Commissioner B. Martin asked Ms. Dubisar if she cared which way the process went. Ms. Dubisar indicated that either would be fine, except for there used to be three staff in the Accounting Department and now there is only two. She indicated that they would be willing to sit down with the new Treasurer and help them get going.

Ms. Dubisar noted that it was her understanding that Up & At 'Em's was having difficulties and didn't have a treasurer. Commissioner B. Martin stated that it sounds like the difficulties come more from the bickering among the residents. Deputy Executive Director Slagle agreed and added that the problem with not having the formal Board is not having a Secretary to document what is being voted on and a treasurer to keep track of the book. Public Housing Manager Lucero stated the entire Board quit on the same day. Commissioner Stiles noted that she was the President at the time. First the Secretary quit before the Board all quit together. Every time there was a meeting, they were complaining about everything. They would tell them that they needed to go to the office, why should the Board have to take the complaints to the office. Then things were going on behind the Board's back. Chair Cook clarified that the Up & At 'Em's organization is supposed to be a fun organization. Commissioner Stiles replied that it is supposed to be social and fun, but it became a chore, and they got fed up with it and resigned.

Commissioner M. Martin asked if for some reason they do not get a whole Board together, is there some way or is it totally out of the question, for the group to get a check made for x amount of monies that they could use out of and return receipts for the monies used. Ms. Dubisar responded that would be a really hard way to try and keep track of the money. Commissioner B. Martin stated that he doesn't know a financial institution that does it that way.

Resident Barbara Roberts asked what has happened to the money that has not been given to them during this time. Ms. Dubisar stated that the money was being held for them under the line item Up & At 'Ems Seniors, and that the Housing Authority has not used any of their funds. They would receive back all of the money less whatever expenses need to be deducted for the BBQ, Thanksgiving and Christmas dinners, etc.

Commissioner B Martin asked Ms. Dubisar for an idea of how much is in the account. The group still has a checkbook and one outstanding check that has not been deposited. At the 2013 audit, which is the last audit that was done, it was around \$1,300. The Up & At 'Em's Seniors has approximately \$1900.

Ms. Dubisar addressed something that she read in the last Board Meeting Minutes regarding the amount of funding that Up & At 'Ems receives, which is 50 percent of the laundry funds. They are receiving 50 percent because the Housing Authority funds have been cut by HUD not because of what was stated in the last meeting. Pete stated that E.D. Beman talked to the group regarding a lawsuit against HUD, and he needed non-federal funds to do it. Ms. Dubisar stated that the money did not come from the Up & At 'Em's funds because the City of North Bend stepped forward and gave the Housing Authority the funds to enter the lawsuit. All of the Up & At 'Em's funds are still there.

Chair Cook asked if there is a copy of the memo on how to vote, and who wrote it. Pete responded that it came from the HA and he has supplied a copy of it to the Board. The Public Housing Manager went to get the information from the last vote for the Board. Chair Cook would like to see the original memo because Commissioner Stiles was not sure if it was clear

enough for people to know what they were voting for.

Commissioner B. Martin wondered if the residents have ever had a meeting to explain the vote. Commissioner Stiles responded not with that Board. The first vote was placed on each of the residents doors (the one that may have been confusing.) Then the memo was put back over at Hamilton Court with the Memo that was provided to the Board today.

Chair Cook read to the group the original posting of the ballot that was posted to the doors. Commissioner Stiles stated that was what was confusing is that there was no clarification on what the new by-laws said. The way that the ballot read, it sounded like Up & At 'Em's would not have any money without going back to the old by-laws, not that they would just need to bring their receipts over to the office for reimbursement.

Resident Barbara Roberts wondered why Chair Pete doesn't hold a meeting and vote on this again. If they can get a Board to run this thing, and the NBCHA Board is agreeable to give the money back if they have the Board and Officers, and just go on. Chair Cook affirmed that the Board would not have an issue giving the checkbook back. Chair Cook did make the suggestion that when people start to complain at the meetings, tell them this is a social club if you have any complaints you need to go to the front office. Commissioner B. Martin noted that there needs to be a question and answer period before the vote at a meeting. If the E.D. needs to be there to answer questions on why, someone from management should be able to answer questions as they pertain to the by-laws.

Pete stated that the old by-laws were thrown out the door and new ones done. In the old by-laws things were not done according to them at the time. When the members of the Board quit, the old by-laws state that new Board Members would be seated at the next meeting. Pete stated that he tried to talk about these things, and he was told to sit down and shut up.

There are things that, she had a problem with people coming to her all the time and wanting her to be the go between the people there and the people in the office. The by-laws stated that is one of the things that they should be doing, by being prepared to take complaints and be a go between the people and the office. There were just some things that went on that were answerable but it didn't matter. It was chosen by some to just go the way they wanted to go and that was the end of it.

Resident Barbara Roberts stated that part of the problem is he won't let things go. Pete responded that he was trying to keep things from going on beyond where they should have been because they were easily solved by the old by-laws.

Chair Cook stated that they should hold a meeting with a question and answer period. Invite E.D. Beman to the meeting, get the by-laws written, and then the group can have the checkbook back. Resident Roberts asked Deputy Executive Director, Cheryl Slagle, to come to the meeting. D.E.D. Slagle agreed to attend.

Commissioner M. Martin stated that she is available and would like to attend the meeting.

There were no additional residents or citizens to be heard.

5. Approval of Minutes: February 24, 2015: Marie Martin, Commissioner made a motion (Chair Patty Cook 2<sup>nd</sup>) to accept the minutes from of the North Bend City Housing Authority's Regular Board Meeting with the correction of the minutes to "a lot of *unanswered* questions" on page five of the minutes. The motion carried unanimously.

6. Discussion and Possible Action for the Executive Director Search: Chair Cook presented the information for the Executive Director search through Cardinal. Commissioner M. Martin asked how far reaching is Cardinal Services? Assistant to the Executive Director responded that they are a national company; however, the job will also be posted in NAHRO and PHADA, the industry newsletters. Cardinal will be making the submission to those organizations. The Housing Authority will be hiring Cardinal to handle those transactions.

Commissioner B. Martin had a question on the benefits on page 3 item 2, the Housing Authorities insurance program, is it just the employee that is covered in that? Deputy Executive Director Slagle reported that happened in the past because of the increase in insurance premiums, the Housing Authority had to put a stop to covering the whole family. The employee can pay to have the whole family added to our insurance. Commissioner B. Martin wondered if the new E. D. will fall in under the new rules because there have been employees that are grandfathered with the whole family covered.

Commissioner B. Martin asked what the time line on hiring is. Chair Cook noted that we need to make a decision so it can be acted on. Chair Cook asked Chair Newman from the Coos-Curry Housing Authority if the Cardinal Service contract for the E.D. search has already been voted on by CCHA. Chair Newman indicated that they have voted to move forward working with Cardinal, pending what NBCHA votes as well. Chair Newman noted that the HAs are under a pretty tight time line with Ned giving notice of June 4, 2015. Deputy Executive Director Slagle will likely be interim-Executive Director until the new Executive Director is hired and is able to start.

The only other question that Chair Cook had on the draft above travel where Chair Newman put the questions marks after "any other benefits included in the Personnel Policy that has been adopted and approved by the Board of Commissioners. Except" Is this going to get taken out. Chair Newman explained that this is an older copy of the contract. The HAs attorney had reviewed a copy a while ago during the time that the Boards were renegotiating E.D. Beman's contract, and that is the one that Chair Newman would like to see the Boards start with. That would probably be a better one for NBCHA to start with as well because of inconsistencies and errors that have been corrected last time.

Chair Cook thinks what needs to be done today, is to decide whether or not to move forward with Cardinal Services. Commissioner Bruce Martin (Commissioner Mary Stiles, 2<sup>nd</sup>) made a motion to move forward with Cardinal. Motion passed unanimously.

7. Discussion of HUD's Four Options and Possible Action: Chair Cook would like to take two of the options off of the board to look at. One of the reasons that Chair Newman from CCHA is on the call is to answer any questions or insight on that Board.

Chair Cook thinks that there are two that will work and two that will not work. In her mind, number 1, 2, and 4 would not work. Chair Cook asked for other Board Members input. Commissioner B. Martin said that number 4 will not work. Chair Cook believes that leaves IA

and 3 for the Board to consider.

First vote for those that can be removed from the options to consider:

Chair P. Cook	1, 2, 4
Commissioner B. Martin	4
Commissioner M. Martin	4
Commissioner M. Stiles	1, 2, 4

Commissioner B. Martin stated that any of the other options could be done in one form or the other. Chair Cook noted that the pros and cons of the effects on the Agency should be considered in making a decision on those options to remove.

Commissioner B. Martin would like to know more about option 1A – to form a Consortium with all of the Public Housing being under NBCCHA. Is there anymore to report on that at all. Deputy Executive Director Slagle noted that at last month’s meeting there was a question about some other possible programs that the agencies may be eligible for depending on which way they choose to go, which she has not had to opportunity to gather the information to bring. It may or may not help to decide or it may make it more confusing. She will make it a plan to bring it to next month’s Board meeting.

Chair Cook noted that number 1, if looking at all of the cons: double reporting, money needs to be moved, balance and reconciliation of all transactions, human error, NBCCHA only has a partial employee, divided boards with less overall control, resident options limited between programs, multiple waiting list, inner-company issues, double inventories, double vacancies, double REAC inspections and capital projects are split.

Commissioner Stiles stated the main problem with it is all the doubles because there is already a limited amount of employees to handle everything, and they are worked to the bone.

Commissioner B. Martin asked which model the Housing Authority fits in now. Chair Newman stated that the HAs are technically in number two, but it is unformalized.

Chair Cook invited Chair Newman to provide input to the discussion. The Board for CCHA took a look at the options provided, and how the clients would be best served through the models provided, while taking into consideration the realities of the funding situation. They came to the conclusion that option 1A was an attempt to get close to the right answer by at least trying to reduce the amount of reporting. Once they thought about it, the small geographic area that we operate in and the clients that we are trying to serve, it really make sense to consolidate as a single entity. It eliminates all the doubles, splitting rather precious capital funds between two entities, which basically has the result that neither HA has the funds to complete a major project without waiting for several years for the funding to accumulate. Whereas if the HAs were combined the money could be used wherever the biggest need is faster.

Chair Newman from CCHA complemented the staff of the HA for the job that they do maintaining the HA owned properties, but we do know that HUD is having problems with the budget being reduced – in turn funding to the HAs is being reduced, both for administration and maintenance of the properties we own. He saw a report that HUD has about a \$26 Billion dollar deficit in its maintenance budget for things that need to be done right now, which is being deferred because they do not have the funding to pay for it. The CCHA’s outlook is that the funding situation is not likely to change, in fact, it is likely to get worse before it gets better. It

just makes sense to combining for the long term as really the best option because it eliminates a vast majority of the cons, and HUD's concern of our unformalized arrangement. It provides more options to the clients we are serving because we are working as one Housing Authority, which provides access to all of the housing in our system, and to be able to do a better job of maintaining the housing units as we face reduction in our abilities to do larger capital fund type projects.

That is some of the logic of how CCHA came to the decision that consolidation was the best route to take in the long run. IA is a step in the right direction, but didn't go far enough to answer all of the issues at hand.

Commissioner M. Martin wasn't sure if it is question for Chair Newman or not, but if the HAs were to consolidate and the County Commissioners choose the board members, what guarantee does NBCHA have that they will be well represented. What criteria will the County Commissioners have and who sets that criteria. D.E.D. Slagle noted that there would still be three governing entities – North Bend City, Coos County and Curry County, assigning two board members and then a resident representation for odd number for voting purposes. Chair Cook noted that it was supposed to be an eleven member Board, which would be three members for each appointing entity and two resident commissioners. Commissioner M. Martin, stated that it is something that has to be determined before they can say that they will do the consolidation. Assistant to the Executive Director, Denise Russell, noted that the regulation was provided in a past Board Packet and went to get it for the Boards review at Chair Cooks request.

Chair Cook asked Chair Newman if he had any recollection of what the Board would look like. Chair Newman indicated that he didn't remember the specifics of how many numbers would be appointed by each County/City. CCHA thinking was that it would be set up so that there would be even representation from each of the areas served. More important than that, is each Commissioner that was seated would have the ultimate goal of doing what is best for the HA as a whole respective of where you currently live. Our point is serving our clientele and our customers to the best that we possibly can. Certainly, our hope would be that as we get together, we really try and do what's best for the entire area that we are serving. Chair Newman does see this as anyone or group of people losing control or control being any different than it is now. It's just that there is one larger Housing Authority instead of two small Housing Authorities, operating more efficiently while continuing to serve the people that we are trying to serve. When we seated as Commissioners, we are charged with making decisions and policy that is for the best of all of the folks that we serve. His hope is that when people take that charge seriously, they want to make decisions that will help everybody that we are working with. Chair Newman is not seeing where there is a conflict with that; it seems that it has been working well. In his situation, where there are two Counties involved, there has never been an issue where anyone feels slighted or they do not have adequate say. His vision is that it would work the same way, once consolidated, working together as a Board to make those decisions.

Chair Cook believes that the Commissioners on the CCHA Board, there are some that are from North Bend on the Board. Chair Newman concurred. Chair Cook noted that the focus really does need to be on the customers and the Agency as a whole.

Commissioner Stiles asked if there is a deadline that the HA has to keep in mind. Chair Cook responded that the HA has to do something soon because HUD is also looking at it. If the HA doesn't do anything they will tell us what to do. It will be better for the organization to make

that decision and not HUD. Chair Cook asked Chair Newman if he agrees. Chair Newman responded that HUD is not happy with the current loose agreement that the HAs have. It has been his experience, he has worked in affordable housing all of his career, you are always in a much better position if you make the decision and dictate your organization rather than having HUD come in and tell you what will be done. What the HAs are trying to do now is come up with our own solution that will address HUDs concerns on our terms.

Deputy Executive Director Slagle noted from the regulation that there would be three Commissioners from each, North Bend City, Coos County and Curry County with two additional Resident Commissioners, one from Section 8 and one from Public Housing appointed by the HA Board. The new Board would be an eleven member Board.

Chair Cook read the State ORS456.140 to the Board describing how a consolidated Board is appointed. Chair Cook noted that the rules on how the Board is set up is pretty spelled out.

Commissioner B. Martin asked if the Board has to have a resident commissioner – it says that you have to have nine and you may appoint one but no more than two additional Commissioners. Chair Cook noted that you have resident commissioners and Commissioner B Martin noted that you also need to have an odd number on the Board. If the County and City appointed residents you wouldn't need to have more than nine. Chair Newman stated that is where the Boards would negotiate amongst themselves, within the framework that the State has given, to make sure that we have at least one resident who is in Public Housing and one from Section 8 or increase the number of the Board to eleven.

Chair Cook asked what the concerns are with either having a nine or an eleven member Board. Commissioner Stiles didn't see that it would make any difference. I think that you do need resident input. Commissioner M. Martin stated that she missed the part where there would need to be two, not realizing that Section 8 had to have a representative as well. Chair Newman, Chair Cook, Commissioner B. Martin noted that it could be, not that it had to be. Commissioner M. Martin stated that if that is the case, then she could see eleven. Commissioner B. Martin noted that if there are three Commissioners appointed from each entity and you don't have a resident then you would have to appoint one that is receiving assistance from Housing, either from Section 8 or Public Housing, which would give you 10 Board members, so you would need to appoint an additional member to have an odd numbered Board. It doesn't say anything about having to be from both. Chair Cook stated that at least one additional Commissioner would have to receive assistance from the HA.

Chair Newman summed up the rule as the appointing bodies would all appoint three Commissioners to the Board. If the Board chose to appoint an additional Commissioner they must receive assistance from the HA and if you want eleven, then the eleventh member has to live with in the HA jurisdiction. You can have a ten member Board, however, that is not wise so eleven would give you the odd number and alleviate potential problems.

Chair Newman noted that as a HA, you will have nine with the additional qualifier on that the one or two Commissioners appointed by the Board must be residents or receiving assistance. That is basically what we do now with resident representation on our Boards.

Chair Cook asked the Board if they have more questions. Commissioner B. Martin wasn't sure if he had more questions.

Chair Cook asked if there were a few more of the options that could be removed from the list.

### Second vote

#### Removed from the list:

Chair P. Cook	1, 2, 4
Commissioner B. Martin	4
Commissioner M. Martin	4
Commissioner M. Stiles	1, 2, 4

#### Keep on the list:

Chair P. Cook	1A, 3
Commissioner B. Martin	1, 1A, 2, 3
Commissioner M. Martin	1, 1A, 2, 3
Commissioner M. Stiles	1A, 3

Commissioner B. Martin sees option 1 and 2 as being standalone, the agreement cannot be formalized without some type of consortia being formed. Because there has to be a lead agency, which is understanding by what he has read.

Chair Cook asked if anyone had any questions for Chair Newman as we have kept him on the phone for quite a while. D.E.D Slagle stated that 1A if you are doing a consortia with a formalized agreement, it is combining in essence 1, 1A, and 2 together anyway. Chair Newman indicated that 1A is a hybrid because it involves moving CCHA's Public Housing to NBCCHA so that there are not duplication of programs like the HAs have now in an effort to reduce the reporting burden. CCHA Board felt that status quo in doing things as we always have cannot continue, so anything that formalized the way the HAs are doing things would not be adequate. That is why CCHA only really considered options 1A and 3, all the rest were just a continuation of processes that are unsustainable.

Chair Newman thanked the North Bend City Housing Authority Board for inviting him to participate in the Board meeting. He also offered the NBCCHA Board well wishes in making their decision.

Chair Cook continued by asking the Board with Chair Newman's comment about options 1 and 2 if they still wanted to keep those options on the list. It is just like we are going down the path with fewer resources, taking into consideration the whole organization with everybody that the HA serves. Commissioner B. Martin would like to keep his vote the way that it is until he has a chance to read the information that was provided during the meeting. Assistant to the E.D. will email a pdf version of the September 2014 Board Packet. Commissioner M. Martin wants to keep her votes the same.

D.E.D Slagle reported to the Board that this Board Packet does include the Organizational Chart and the abbreviations definitions as requested by the Board at the last meeting. Commissioner B. Martin thanked the staff of including the information.

## 8. Secretary's Report:

- A. Financial Report: D.E.D Slagle asked if the Board had any questions on the Financial Statements that were provided in the Board Packet. Chair Cook asked if the routine maintenance contracts is because of the fencing accident, and if it is going to be reimbursed. Ms. Dubisar confirmed that is because of the fencing issue (\$9642) and the HA is working on collecting the reimbursement from the insurance company for at least part to all of the cost associated with the repair.

Commissioner B. Martin wondered what the other administrative expenditures was on the expenses. Ms. Dubisar stated that she was glad that Commissioner Martin

asked the question. At the end of the year, the accounting department was trying to make the financial statements match HUDs Financial Data Schedule (FDS). That process and a computer glitch that was causing the accruals to not automatically reverse from the year end has been fixed, and Accounting is resubmitting the January Financials. The submitted and revised statements have been giving to the Board this month. Ms. Dubisar apologized to the Board for the error, and thanked them for catching the error.

Ms. Dubisar reported to the Board that she has updated line items that do not need to be on the Financials, like other income warehouse, which was a position that was eliminated a couple of years ago. Other income laundry is a budget item and should appear on the Financials.

The other issues were accrued back into the last period, but when we moved forward, the computer did not auto-reverse them out. These have manually been done.

Chair Cook noted that she was confused that there are zeros for the utilities and water. Ms. Dubisar explained that there is a cut off where the monthly Financials are produced and when the bills have not been received yet.

Commissioner B. Martin wondered if the garbage is billed bi-monthly. Ms. Dubisar reported that the HA sometimes does not receive the bill in time. There are several bills and is unsure if North Bend bills bi-monthly, but believes that is correct.

Contracts Administrative, HUD on their FDS submission wants you to break out your maintenance contracts. They do not necessarily care about your administrative contracts, which are things like your postage machine rental, etc. They have been rolled up into Administrative Cost.

The changes have made a big difference for Hamilton Court's bottom line which has a profit.

Airport Heights is also in the same format. It has made a difference. Once the fencing issue is completed, they will show about a \$1,000 income.

The Board used to be presented with a Reserves report. Ms. Dubisar thought that the better report would be Cash and Investments because a Balance Sheet is not provided. This will provide a reference for what is on hand and avoid the substandard rating by showing that the HA is looking at the cash on hand.

- B. Operations Report: Hamilton Court is currently full, and Airport Heights has one vacancy and the fire unit that is offline. There have been no evictions this year for either property.
- C. Maintenance Report: The Work Order report is good for both properties. Maintenance Staff is doing a good job.
- D. Contracts and Projects

E. Staff/Training

9. **Information Items:** The Organizational Chart and Acronym Definitions as requested by the Board have been provided.

10. **Executive Session:** The Board of Commissioners may retire to Executive Session at any time upon the motion of any Commissioner, as authorized under ORS 192.660; (a) Employment of Public Officers, Employees and Agents; (b) Discipline of Public Officers and Employees; (e) Real Property Transactions; (h) To Consult with Legal Counsel; or (i) Performance Evaluations of Public Officers and Employees.

11. **Adjournment:** A motion to adjourn was made by Commissioner B. Martin (Chair Cook, 2<sup>nd</sup>). The North Bend City Housing Authority meeting was adjourned at 1:52 p.m.

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Patty Cook, Chair  
North Bend City Housing Authority

ATTEST:

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Cheryl Slagle, Deputy Executive Director