

North Bend City Housing Authorities  
Annual Meeting Board Meeting

M I N U T E S

April 28, 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; Marie Martin, Commissioner and Mary Stiles, Commissioner

Staff: Ned Beman, Executive Director and Denise Russell, Assistant to Executive Director

Others Present: None

1. Call to Order: The meeting was called to order at 12:30 p.m.
2. Election of Officers: The Board needs a nomination for Chair and Vice-Chair of the Board. Commissioner Mary Stiles made a motion to keep the Chair and the Vice-Chair as they are with Patty Cook as Chair and Helen Sutthill, DVM as Vice-Chair. The motion was seconded by Commissioner Bruce Martin, and passed unanimously.
3. Establishment of a Quorum: A quorum for North Bend City Housing Authority was established.
4. Residents and Citizens to be Heard: A resident wondered if the fountain that is not working, could a bird bath be put in. Executive Director Beman asked that Maintenance have the fountain fixed.

Who is responsible for arranging a fire drill for Hamilton Court? Executive Director Beman indicated that the Housing Authority can schedule with the Fire Department a time for a fire drill. The resident noted that the fire alarm has gone off several times lately. There are only a few residents that actually leave the building because it goes off so often that they do not pay any attention to the alarm anymore. If there was a regular fire, she is not sure how approximately fifty people would get out of the building. The residents were told at an Up and At 'Ems meeting that the resident should find out what side of the building the fire is on and move to the other side of the building and wait for the fire department to come get them.

5. Approval of Minutes: March 24, 2015: Mary Stiles, Commissioner made a motion (Commissioner Bruce Martin 2<sup>nd</sup>) to accept the minutes from of the North Bend City Housing Authority's Regular Board Meeting. The motion carried unanimously.
6. Resolution No. 738: Cancellation of the Regular Meeting, May 26, 2015: Mary Stiles, Commissioner made a motion (Commissioner Marie Martin 2<sup>nd</sup>) to cancel the May 26, 2015, Regular Meeting because the Board will be holding a work session mid-May and will likely hold a joint Board Meeting with the Coos-Curry Housing Authority Board the beginning of June. The motion carried unanimously.

7. **Discussion of HUD's Three Options and Possible Action:** Chair Cook wondered if Commissioner B. Martin had any questions regarding the options that HUD is giving the Board regarding formalizing an agreement with Coos-Curry Housing Authority. Commissioner B. Martin requested information on what the structure of a consolidated board would be. Executive Director Beman responded that the State has it set up is for each entity to choose three Board members (City of North Bend, Coos County and Curry County), which puts it at nine members and the Board would be required to have a resident commissioner. Since this would be an even numbered member board, there would need to be an additional resident commissioner to make the number of members odd (Section 8 and Public Housing.) Traditionally the Resident Commissioners have been from North Bend.

Currently, between the two separate Boards there are 14 Board Members. As a consolidated Housing Authority, the Board would be an eleven member Board. A quorum would be six commissioners. Board attendance has been good most of the time and there should not be an issue with attaining a quorum for the meetings.

Chair Cook noted that Commissioner Marie Martin had a question about what the possible Board would look like. Executive Director Beman noted that there was also a question about the Consortium and if North Bend Housing Authority had all of the public housing units what that would look like. What it would do for the Housing Authorities is that we would make it one AMP for reporting purposes, which would do the same as the consolidation. All of the funds would be decided by the North Bend's Board on how the funds would be spent because there was a concern about next door versus the 52 units that Coos-Curry has. Then, that recommendation would go to the Coos-Curry Board. It would make a lot easier reporting wise with the one Public Housing. Commissioner B. Martin clarified that it was the IA option. E.D. Beman affirmed that North Bend would have all of the public housing units and make all of the public housing decisions.

Commissioner Sutthill, stated that the only problem that she sees with that is, fewer program options and fewer funding sources. E.D. Beman responded that he believes that can be worked on with the Consortium by putting everything together so that you have the numbers. If a grant comes up, hopefully, you will be able to show that you have the numbers that you need to make a grant make sense. Even if Section 8 can be included, that is a 1000 families is better than 108 families. How would we look at the fewer program options? E.D. Beman indicated that he didn't think that would be an issue.

Chair Cook wondered what the difference between Consortia and Consolidation is. E.D. Beman replied that the difference between the two options is that with consolidation, NBCHA would have a voice at the table, and not as a subset of CCHA, which would happen with the consortia. Commissioner B. Martin reiterated that Coos-Curry would be the lead agency and all recommendation from the North Bend Board would go through the Coos-Curry Board. E.D. Beman agreed. With Consolidation NBCHA would be at the head table.

Commissioner B. Martin requested an explanation of how the Boards work now. E.D. Beman responded that there currently two Boards that are making decision on their units, NBCHA on 108 and CCHA on 52 units. There are two complete reports to HUD, two complete budgets to do, Coos-Curry has all of the employees and North Bend has to pay back Coos-Curry. It is convoluted and HUD has told us that we have to change it to one of the three options. E.D. Beman encouraged the Board to come up with two options to discuss them at the work session

with the Coos-Curry Board members. The Board elected proceed with options 1A and 3 at the Work Session.

E.D. Beman noted that it has been a hard thing for the HA to go through, but that it is needed, and thanked the Board for their decision.

8. **Executive Director Contract Discussion:** E.D. Beman indicated that this contract is a just a draft template to present to the perspective hire as a place to start with. This is the last contract. Chair Cook had a question under the benefits regarding the PERS and whether or not the benefit was a percentage of the employee's salary or something else. E.D. responded that it is a percentage of the salary, and the HA has to belong to PERS. The employee pays 6 percent and the employer pays 40 percent to cover the back debt. The salary would be negotiable. Coos-Curry is also looking at the same draft template.

9. **Secretary's Report:**

- A. Financial Report: Airport Heights is still waiting for the money from Allstate insurance to pay for the fence. That is why it is a negative. We were told on Monday that the check would be sent out in twenty-four hours and we still have not received it. There will be another email sent to them this afternoon.

NBCHA is in good shape. There is a fair amount of cash on hand, which is what HUD wants to see. Chair Cook wondered if HUD would take it away from us. E.D. Beman indicated that if the HA kept the minimums, that should not happen.

Hamilton Court has a vacancy, the fire unit, and another vacant unit up on the hill, which the property manager is working on filling.

- B. Operations Report: There was a fire up at Airport Heights. The tenant left a pot on the stove and left the apartment. The event cause \$17,000 worth of damage to the unit. The insurance will pick up most of the cost, and the resident will have to pick up the deductible. The unit is ready to lease, and the tenant was moved to a different unit. The unit had a lot of smoke damage done to it.

E.D. Beman thanked the Board, staff and the community for helping with the nine years' while he has been the Executive Director. We have asked two Boards to make some hard decisions, and staff has worked really hard to get us where we are. When he started there were 27 staff members and now there are 15; mainly due to cuts in federal funding. With the minimum staffing levels, they do a very good job. The units are getting 98 and 99 percent approval through the REAC system. There has been an effort to streamline the processes and they are doing a good job. Ned has enjoyed the nine years that he has been with the Agency.

C. Maintenance Report:

D. Contracts and Projects:

E. Staff/Training

10. **Information Items:** Commissioner B. martin asked for a report on Up and At 'Ems.

Commissioner Stiles indicated that they are up and running. The money has been returned, and they have a Board. There is going to be a KFC dinner tomorrow, approximately 30 people. So far it has been working well. Commissioner Martin asked if a report could be given every three months or so. Commissioner Stiles indicated that it could be done. The meetings are held the 2<sup>nd</sup> Wednesday of the month at 10:30 a.m. if any of the Commissioners would like to attend.

11. **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.

12. **Adjournment:** The North Bend City Housing Authority meeting was adjourned at 12:57 p.m.

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Patty Cook, Chair  
North Bend City Housing Authority

ATTEST:

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Cheryl Slagle, Deputy Executive Director