

North Bend City Housing Authorities
Regular Board Meeting

M I N U T E S

January 22, 2013
North Bend City Housing Authorities Main Office
1700 Monroe St.
North Bend OR 97459

Attendance:

North Bend Board Members: Kevin Owens, Chairman; Patty Cook, Vice Chair; Marie Martin, Commissioner; Ron Cleveland, Commissioner; Holly Tavernier, Commissioner

Staff: Ned Beman, Executive Director; Cheryl Slagle, Section 8 Director; Debbie Kaufman, Housing Director; Tammy Laird; Finance Director, Denise Russell, Executive Assistant.

Others Present: None.

1. **Call to Order:** The meeting was called to order by Kevin Owens, Chairman (North Bend) at 12:30 p.m.
2. **Establishment of a Quorum:** A quorum for North Bend City Housing Authority was established.
3. **Seating of New Commissioner – Ron Cleveland** Ron Cleveland read the oath of office and took his place as a Commissioner. Ron was appointed to the Board by the North Bend City Council for a term of four years which expires December 31, 2016. Chairman Owens welcomed Commissioner Cleveland to the Board.
4. **Residents and Citizens to be heard:** None.
5. **Approval of Minutes:** Upon a motion by Commissioner, Patty Cook; (Commissioner, Holly Tavernier 2nd) the minutes of the North Bend City Housing Authority's Special Joint Meeting with the Coos-Curry Housing Authority were approved. The motion carried unanimously.
6. **Resolution No. 712: Employee Handbook Amendment of the Direct Deposit Policy –** North Bend City Housing Authority heard the Resolution to Amend the Personnel Policy Handbook's Direct Deposit Policy to state that direct deposit is a condition of employment that requires all employees to receive their pay via Direct Deposit. Commissioner Patty Cook made a motion to approve the resolution; (Commissioner Marie Martin 2nd). The motion carried unanimously.

7. **Discussion of the Reorganization Structure:** Ned Beman explained that when he had his evaluation in November with the North Bend City/Coos-Curry Housing Authorities, one of the requests was for a succession plan that was budget neutral to provide a seamless transition for the Agency upon the Executive Director's departure in three years. In order to fulfill this request, there will be an organizational structure change that will include a Deputy Executive Director. In order to maintain budget neutrality, the organizational structure will change to reflect no Director positions and no Assistant Manager positions. In place of those, there will be an Accountant that reports to the Executive Director and a Public Housing Manager, a Multi-Family Housing Manager and a Section 8 Manager that will report to the Deputy Executive Director. All of the Manager level positions will have the same pay grade.

The additional staffing requested by the employees is 1) an additional person to help in a labor capacity to the maintenance department and 2) a full time receptionist to assist with the applications and Section 8 packets. The maintenance person being considered is the part time custodian for Hamilton Court through Star of Hope. The reorganizational structure was presented to the staff January 7, 2013, at the Staff Meeting.

All the positions will be internal hires with the exception of the Receptionist position. The Deputy Executive Director will be in charge of operations. The person chosen to fill this position, will interface with State, Federal and Community contacts, as well as, have the ability to run the Housing Authorities at the end of three years. This will enable the Deputy Executive Director to provide a seamless transition, upon the Boards approval.

Ned requested that the North Bend City Housing Authority select an Interview Panel member to help select the Deputy Executive Director. The Board of Commissioners selected Commissioner Patty Cook to serve on the panel. Ned will let Commissioner Cook know when the interviews will take place.

8. **Secretary's Report:**

Cheryl Slagle and Karen Dubisar were thanked by the Executive Director for their assistance while he was out on medical leave. The whole staff worked well together while he was out of the office.

- A. **Financial Report:** Executive Director Ned Beman reported that the Financial Reports format and function are being improved.

There are monies in the Capital Funds from 2011 and 2012. The Finance Director, Tammy Laird, reported that the Fire System project has been paid. Projects for this year from the remaining funds will include painting the buildings and fixing the doors on the office building.

HUD will be providing the minimum reserve balances that they want us to have in our Reserve Fund next month.

Budget Year-to-Date we have a little income but not much because in December the Feds were still giving us very little funding.

Expenses are reasonably in line even though they increased a little bit. Commissioner Cook requested additional information on the Profit and Loss Report regarding the increase in water and garbage expenses. The Finance Director, Tammy Laird, explained that it is because there is two months (November and December) worth of expenses that have been combined into this month's report.

Commissioner Cook asked how the solar panels are doing. There have been no problems with the panels; the residents are currently the only ones still benefiting from the use of the solar panels.

B. **Operations Report:** There are currently no vacancies in either facility (Hamilton Court or Airport Heights.)

C. **Maintenance Report:** None

9. **Informational Items:**

A. **PHA Litigation Complaint:** Executive Director Ned Beman included in the Board of Commissioners Meeting Packets a copy of the correspondence and a copy of the claim that has been filed in the United States Court of Federal Claims in challenge of the 2012 Reserve Offset.

10. **Executive Session:** None

11. **Adjournment:** Upon a motion by Vice Chairman, Patty Cook; (Commissioner, Marie Martin 2nd), the North Bend City Housing Authority meeting was adjourned at 12:42 p.m.

Kevin Owens, Chairman
North Bend City Housing Authority

ATTEST:

Ned Beman, Executive Director