

North Bend City Housing Authorities  
Regular Board Meeting

M I N U T E S

June 25, 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. Absent: Holly Tavernier, Commissioner.

Staff: Ned Beman, 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, Chairman at 12:30 p.m.
2. Establishment of a Quorum: A quorum for North Bend City Housing Authority was established.
3. Residents and Citizens to be Heard: None
4. Approval of Minutes: Upon a motion by Vice Chair, Patty Cook; (Commissioner, Marie Martin 2<sup>nd</sup>) to accept the minutes from April 23, 2013, of the North Bend City Housing Authority's Regular Meeting were approved. The motion carried unanimously.
5. Resolution Number: 718 Employment Policy Update: The Executive Director, Ned Beman, explained to the Commissioners that the Housing Authority has made changes over the last few years and that the Personnel Policy Handbook needed to be redone to include the changes the Board of Commissioners have approved. The Housing Authority's attorney has reviewed the book and removed a few policies, i.e. the Socialization Policy, and several things that have changed in the way laws are written. The new policies include an updated computer, internet and email use policy; and added a Wellness Policy as required by the insurance company. The title has been changed to Employment Handbook because it also addresses Hiring Policies for new employees.

Vice Chair Cook wondered if the Housing Authority shops health insurance. Ned indicated that the Housing Authority did evaluate the insurance provider a few years ago. At that time, the Housing Authority changed from Pacific Source to City County Insurance that is a pool of Cities

and Counties throughout the State of Oregon, and saved the Housing Authority thirteen percent. It is doubtful that the insurance would be cheaper elsewhere because of the size of the Housing Authority.

Vice Chair, Patty Cook (Commissioner, Ron Cleveland 2<sup>nd</sup>), made a motion to approve Resolution No. 718: North Bend City Housing Authorities Employment Policies Update at the request of Chairman, Kevin Owens. Resolution 718 passed unanimously.

6. **Consolidation of the North Bend City/Coos-Curry Housing Authorities:** The Executive Director looked into what would be required and what the benefits of dissolving and creating a new Regional Housing Authority would be for the two existing Housing Authorities (North Bend City Housing Authority and Coos-Curry Housing Authority) because of a general discussion topic that was asked before the Board of Commissioners meeting last month by Vice Chair, Patty Cook. During the research, it is Ned's general perception from recent HUD guidelines that HUD may be moving toward suggesting if not requiring small Housing Authorities to consolidate.

Currently, the NBC/CCHAS is run as one with two Boards of Commissioners. It causes duplicate work on most administrative operations, for example Contracts and Employment Handbook have to be ratified by both Boards. The conservatively estimated benefits to the North Bend City/Coos-Curry Housing Authorities total \$78,558 and represents approximately 2,600 hours of staff time. These resources would be redirected toward improvement of the services and efficiencies that the Housing Authority can provide to the community.

The State of Oregon has a procedure that the Housing Authorities would have to follow for consolidation. The process includes resolutions to dissolve the two existing Housing Authorities and the creation of a new Regional Housing Authority. Once that is complete, North Bend City, Coos County and Curry County will need to do the same resolutions. The new Board structure would include three members from the appointing agencies of North Bend City, Coos County and Curry County with two Resident Commissioners, thus, providing equal representation from each of the entities (North Bend City, Coos County and Curry County.) Ned is suggesting that one Commissioner be from the Public Housing Program and one from the Voucher Program (Section 8, VASH, or Main Stream.) The new Regional Housing Authority's year end would coincide with the calendar year. Most of the funding that the Housing Authorities receive also follows the calendar year.

Ned indicated to the Board that he has already had some preliminary conversations with the City of North Bend because the Board was concerned that North Bend City might not be interested in consolidation. The result of the conversations indicates that the resolutions should pass. Ned noted that when anything major has to be addressed, both North Bend City and Coos-Curry Housing Authorities have to meet together to make those decisions.

Currently, all the employees are assigned to the Coos-Curry Housing Authority, which causes due to / due from transfers that have to be done for payroll, etc. Additionally, there would be four fewer bank accounts, three waiting lists, and more flexibility in the Public Housing programs to transfer tenants within the region as their circumstances change. Combining the Capital Funds would allow the Housing Authority to do projects because when the funds are

split between the two Housing Authorities there is not enough funding to accomplish major projects easily. Commissioner Martin wondered if the North Bend City Housing Authority Capital Funds would be used for Coos-Curry Public Housing projects, and whether or not that would short change the North Bend City Housing Authority needs. Ned indicated that it is possible that the funds would be used in Coos-Curry County, but more than likely, the benefit would be to North Bend City's properties because the number of units in the counties are fewer and typically have less issues and upkeep. Ned also noted that if the North Bend City Housing Authority remains in its current structure that it would be difficult in two years to have enough Capital Funds to replace the roof on Hamilton Court. Ned acknowledged that the decision is going to be a hard.

Both North Bend City and Coos-Curry Housing Authorities will be disbanded and a new one will be created with a new corporate name. The public as a whole is unaware currently that there are actually two separate Housing Authorities. The public views it as one. In addition the agencies that work with the Housing Authorities are surprised that there are two Boards.

Ned proposed to the Board that he bring the Resolutions to the Board next month, and if they are passed he will proceed with North Bend City and the two Counties.

7. **Intrusive Salary Cap:** The government, on both sides of the isle, is choosing to try and regulate the amount of income that housing authority Executive Directors can make in salary. No other state run agency that receives funding from the Federal Government is being regulated. Under the private sector management companies that are receiving section 8 funds are not being affected, nor any other industry e.g. defense department. This policy is overstepping their realm of control and taking it away from the function of the Board of Commissioners. It is putting the Executive Directors at a pay grade of a bureaucrat that does not serve at the pleasure of the Board; doesn't interface with local, county, state governments, and federal government officials; and does not have to know how four different programs run. It is an unfair comparison between the types of work that is being done. That is why Ned would like to see the Board of Commissioners send this letter to the President and other government officials.

There are several instances where the government felt that the Executive Director's were getting to much salary. Ned noted that there is only one where he would agree with the assessment of the Federal Government because it was a really small agency where the E.D. was making over \$300,000. The other two agencies were Los Angeles and Philadelphia. This policy will limit who wants to work in the industry.

Vice Chair, Patty Cook (Commissioner, Ron Cleveland 2<sup>nd</sup>), made a motion to send the letter to President Obama. Motion passed unanimously.

8. **Secretary's Report:**

A. **Financial Report:** The Housing Authority is still doing well with what funding we are receiving. The HA is still using up some of the reserves. Finance changed the grant funding to match what HUD is reporting, so that is why it looks a little different.

We will be paying out \$22,000 when the painting is completed. Commissioner Martin

requested clarification on whether or not the Board needed to approve the contract, and Ned indicated that the amount to be paid out is under the threshold.

- B. **Operations Report:** Chemical testing was completed on two floors of Hamilton Court, one where the caulk was installed and one where it was not installed. The results have come in and the lab stated that Hamilton Court is the cleanest building that they have ever tested. There were only five chemicals detected on both floors and they all were within minimum tolerances levels, and of those chemicals there was propylene. Two of the chemicals are in normal air. The information has been forwarded to the attorney. Also noted, tenant talked with the maintenance staff, and he is successfully recovering from open heart surgery. That is the update on litigation. The Housing Authority has not heard back from BOLI yet. Ned did speak with the field office regarding these issues last week.

There is only one vacancy over at Hamilton Court that will be filled soon. There is one vacancy up at Airport Heights. The Public Housing Manager has someone in line for both units.

Vice Chair Cook wondered if there is a concern about Capital Funds and Reserves being taken away if the Housing Authorities are combined. Ned indicated not for the Reserves because Coos-Curry Housing Authority is also trying to burn down their Reserves. Reserves are a savings account.

C. **Maintenance Report:** None

D. **Contracts and Projects:** None

E. **Staff/Training:** None

9. **Informational Items:**

10. **Executive Session:** None

11. **Adjournment:** Upon a motion by Vice-Chair, Patty Cook; (Commissioner, Marie Martin 2<sup>nd</sup>), the North Bend City Housing Authority meeting was adjourned at 12:53 p.m.

---

Kevin Owens, Chairman  
North Bend City Housing Authority

ATTEST:

---

Ned Beman, Executive Director