

North Bend City Housing Authorities
Regular Board Meeting

M I N U T E S

October 22, 2013
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; Marie Martin, Commissioner; and Ron Cleveland, 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 12:30 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, Ron Cleveland 2nd) to accept the minutes from September 24, 2013, of the North Bend City Housing Authority's Regular Meeting were approved. The motion carried unanimously.
5. **Discussion of Consolidation:** Ned reported that he met with North Bend City Council's Work Session. Councilmember Graham had some questions. Ned will be attending the Council Meeting tonight.

One thing that needs to be addressed if the resolutions do not pass is looking at either a Management Agreement between North Bend City Housing Authority and Coos-Curry Housing Authority similar to the agreements with Woodland and Powers or do the Agencies run as entirely separate entities. The history shows that there has never been an agreement. However, it has been run as one since the beginning of the second Housing Authority. Coos-Curry Housing Authority was formed in the early 1970's.

Chair Owens wondered why it would need to change from the way it is run now. Ned stated that the two entities do need an agreement. There should have been one at the beginning because one entity is actually running the payroll. An agreement will cover both the entities.

Vice Chair Cook wondered if the agreement was not needed back at the beginning. Ned indicated that it really should have been done at the time one Housing Authority took over the management of the other. It is not clear why there was not agreement done at that time.

Ned noted to the Board of Commissioners that the information included in the Board Packet is the information that was given to the City of North Bend.

Vice Chair Cook wondered if the management agreement would be structured like the Woodland and Power's Management Agreements. Ned stated that it could but at the very least that would be a place to start.

6. **Resolution Number 722: Updating Health Benefits Plans and Insurance Plans:** Ned noted this is a recommendation from the Housing Authority's insurance company to require all employees to take the Housing Authority Health Insurance as a term of employment because the policy requires 90 percent of the employees to participate. The Housing Authority is so small that one employee electing to not take coverage could cause the Housing Authority to lose coverage through the insurer. Karen Dubisar, Accountant for the Housing Authority, explained that if that happened and if the Housing Authority had to go out for bids, the insurance coverage that is offered now could be a lot less benefit for the same or more premium, which the employee would have to provide out-of-pocket to cover the gap between the insurance cap and the premium cost.

Chair Owens asked who the Housing Authority's Health Insurance is through. Karen responded that it is through CIS, in the pool with the County. Ned stated that the Housing Authority is its own entity within the pool. There are only two housing authorities in the pool.

Ned agreed with Chair Owens that the employees will need to sign a copy of the policy once the resolution is completed, which indicates their acceptance and knowledge that health insurance coverage for employees is a term of employment.

Ned addressed Commissioner Martin's question regarding the backup documentation that was provided with the resolution. The first one is the completed policy upon acceptance by the Board of Commissioners and the second is the copy that indicates the changes that were made to the original policy.

Commissioner Martin wondered what was being done to address costs if insurance if it skyrockets. Ned indicated that the issue currently is addressed by the cap that the Board of Commissioners has instituted on employer contributions toward the health insurance premiums. The employee is responsible to bear the difference between the cap and the insurance premium costs. If it becomes too much for the employee, then the Housing Authority will need to look for insurance that provides coverage that is not a burden for the employees. Karen Dubisar noted that the cap can be looked at again and revised as needed.

Chair Owens wondered if this policy would cause legal issues in the future because we are requiring employees to take the Housing Authority's health insurance. Ned indicated that is why the question was sent through Legal Counsel first.

Upon a motion by Vice Chair Cook to approve Resolution 722 (Commissioner Cleveland, 2nd) to require as a term of employment the employee is required to participate in the Housing Authority's health insurance. The motion passed unanimously.

7. **Secretary's Report:**

- A. **Financial Report:** Ned expects to get the information today on what the Housing Authority will receive for next year. In September when Ned was in Washington, D.C., it is likely that the agency will get 75% of what was received in 2012. Ned believes that there will be a Continuing Resolution that will provide funding under the sequestration for a full year until after the election.

Airport Heights is operating at a loss. The monies to cover are coming from Capital Funds. There are a few reserves left but not a lot. The lawsuit is still being worked on. The funding is really tight. The agency has gone down to 15 employees from 27 and cannot be shrunk more.

Hamilton Court has a slight loss. The Resident Association, Up & At Em's, has had some problems. They approached Ned about all of the officers quitting. Crystal Shoji was hired to do some mediation, that did have some positive impact; however, not enough. To help with the problems, Ned would like to use some funds that HUD requires to be used as Resident Council Building, to have an intern from the Community College come in to help reorganize the Up & At Em's and provide for a working Resident Council.

Airport Heights also needs a Resident Council started, and the intern can help get that started. Also they could help with the Special Children's Program.

As for the lawsuit, the Court has told HUD that they have to supply the paperwork that the attorneys requested.

The chemical sensitivity issue is still being mitigated. In the future, the Housing Authority will be required to pay 10% of the fees the insurance company paid.

- B. **Operations Report:** Ned reported that the Annual Plan has been started for the NBCCHA, and the Resident Meeting will take place next week. The Public Meeting will be prior to the November Board of Commissioners Meeting.

Ned noted that the agency is having difficulty filling four bedroom units. It appears that the family size is decreasing. In the future, it may be possible to convert the four bedroom unit into three bedroom units.

- C. **Maintenance Report:** The Housing Authority is down to 14 employees. One of the Maintenance Staff is no longer employed by the agency. The full time opening is posted through Cardinal Services for a Maintenance Repairer. The position requires a High School degree and four years of maintenance experience.

D. **Contracts and Projects:** None

E. **Staff/Training:** None

8. **Informational Items:**

9. **Executive Session:** None

10. **Adjournment:** Upon a motion by Vice Chair, Patty Cook; (Commissioner, Martin 2nd), the North Bend City Housing Authority meeting was adjourned at 1:02 p.m.

Kevin Owens, Chair
North Bend City Housing Authority

ATTEST:

Ned Beman, Executive Director