

Powers Housing Development, Inc.
Special Quarterly Board Meeting
Minutes
January 30, 2014
Cruiser's Cafe
470 1st Street
Powers, OR 97466
12:00p.m.

Attendance:

Board Members: Present: Noble Adamek, Chairman and Jackie Anderson, Commissioner
Absent: Jeff Allred, Commissioner

Staff: Ned Beman, Executive Director; Dixie Butler, Service Coordinator and Denise Russell, Executive Assistant.

Others: None.

1. Call to Order: The meeting was called to order by Chairman Noble Adamek at 12:00p.m.
2. Establishment of a Quorum: A quorum was established with Chairman Noble Adamek and Commissioner Jackie Anderson.
3. Residents and Citizens to be Heard: None.
4. Approval of Minutes: Upon Motion by Commissioner Anderson (2nd by Chairman Adamek), the minutes of the October 8, 2013 Regular Quarterly Board Meeting of the Powers Housing Development, Inc., were approved as submitted. The motion carried unanimously.
5. Resolution No. 2014-01: Adoption of Capitalization Policy: This is to increase our assets from \$2,000 to \$5,000 so that we have less paperwork. The motion was made by Commissioner Anderson to adopt the Capitalization Policy (2nd by Chairman Adamek). The motion passed unanimously.
6. Resolution No. 2014-02: Adoption of Fiscal Year 2013/14 Budget: Executive Director reported that the Budget has not really changed. PHD is currently showing a surplus of \$54,000 per year. Money is being put into reserves, the loan interest is down and is reflected in the expenses. The motion was made by Commissioner Anderson to adopt the Fiscal Year 2013/14 Budget (2nd by Chairman Adamek). The motion passed unanimously.

Regular Agenda Items:

8. A. Secretary's Report:
 - B. Financial Report: There is a profit of \$4,200. There were some contract maintenance expense. The Housing Authority replace 25-26 of the stoves with more energy efficient units.
 - C. Operations Report: There are currently two vacancies recently. Debbie Kauffman is working through the waiting list to fill those units.

Commissioner Anderson noted that the phone system through the main number for reaching, Dixie Butler, Service Coordinator for Powers says that it is transferring the call to Julie DeLong. Assistant to Executive Director, Denise Russell, will get the issue resolved.

D. Maintenance Report: The Housing Authority lost a maintenance person. The interviews will be this afternoon. Currently, the Public Housing Maintenance staff has been covering the PHD. There are five candidates. The maintenance staff cover three days in Coos Bay and one day in Powers.

E. Contracts and Projects:

F. Staff/Training:

9. 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 Employee: The Board did not retire to Executive Session.

10. Adjourn: Upon Motion by Commissioner Anderson, (2nd Chairman Adamek), the meeting was adjourned at 12:13 p.m. The Motion carried unanimously.

Noble Adamek, Chairman

Ned Beman, Managing Agent