

THE TWIN FALLS HOUSING AUTHORITY
REGULAR MEETING * DECEMBER 8th, 2020

The Board of Commissioners met via conference call December 8th, 2020 due to COVID-19 Pandemic protocols. Mike Mason, Chair, called the meeting to order with Roll Call at 12:02 p.m. Those attending: Mike Mason, Dennis Sonius, Rick Brown, Mary Shaw and Jan Murphy. Leanne Trappen, Secretary and Toasha Lierman (finance) present. Quorum present.

Mike Mason presented the minutes for the November 10th Board meeting called for any questions or corrections. Correction was noted by Dennis Sonius and corrected by Leanne.

- Mary Shaw moved to approve the November 10th minutes with the correction as noted. Rick Brown seconded the motion. Motion carried unanimously.

Mike Mason presented the Bills and Vouchers for November and called for discussion or a motion. Question regarding payment for Service Master for sanitizing the laundry facilities. The Housing Authority now has the chemical and equipment to sanitize the facilities to help prevent the spread of infection. Question regarding the payment for lawn mowing, Leanne explained the lawnmowing contract generally extends through most of October to assist with the clean-up and disposal of leaves.

- Rick Brown moved to approve the Bills and Vouchers for November, Dennis Sonius seconded, motion passed unanimous.

The Board reviewed the November's Profit & Loss report. Discussion followed regarding the Capital Fund Program and that the eligible amount accessed each month is to reimburse activity expensed the previous month. Toasha has made an adjustment to the report subtracting the previous months Capital Fund expenses from the current month Capital Fund Income deposit. This adjustment provides a more accurate snapshot of the financials. The Board complimented Toasha on her diligence in getting these financials in a format that makes much more sense when reviewing the agency financial situation.

Resolution #613–Collection Policy: Leanne explained the Collection Policy had language that conflicted with the lease and other policies and had not been updated since 2000. The document presented has been updated to reflect the same language in associated documents. Discussion followed regarding the Collection process within the organization, the Board's role in the Collection process and the process involved for reporting outstanding debts into the HUD database. Discussion followed regarding outsourcing the collection of debt and a current Eviction Moratorium due to COVID-19. Mike Mason called for further discussion or a motion to approve.

- Rick Brown made a motion to Adopt Resolution #613 approving the TFHA Collection Policy. Jan Murphy seconded the motion. Motion passed unanimous.

Resolution #614 – Update TFHA Bylaws: Leanne presented the inserted paragraph to update the agency Bylaws to include a residency requirement for eligibility to be appointed as a Commissioner of the Board. Mike Mason called for discussion or a motion to Adopt Resolution #614 to approve the amended Bylaws.

- Dennis Sonius made a motion to Adopt Resolution #614 – approving the amended Bylaws as presented. Mary Shaw seconded the motion. Motion passed unanimous.

Executive Director report:

- Leanne reminded the board that the January meeting is considered the Annual meeting which includes the nomination and election of officers of the Board.
- HUD and Dept Labor Remote Monitoring is tentatively scheduled for the end of the first quarter of 2021 to review contract compliance and Davis Bacon requirements.
- Update on the RFP process for the Audit Firm and the screening for qualifications at the close of the process.
- Bid process is underway to update and improve the signage at Sunny View to help assist Emergency Responders to locate the apartment they are responding to.
- Update regarding website design with Rinard Media and availability to view the mock-up of the site.

- Request for Commissioners to review the Admissions and Occupancy Policies along with the lease in preparation for Board approval once we have met the 30-day public comment period. Leanne will send the documents to the Commissioners for review. Staff will also review the policies.
- Working with MRI Solutions in preparation to the implementation of the new public housing software.
- Discussion followed regarding the plan for scheduled salary increases for employees, the number of hours being worked and what the plan is moving forward.

Mike Mason called for a motion to schedule an Executive Session to discuss personnel matters.

- Rick Brown made the motion to schedule an Executive Session December 15th at 12:30 p.m. Jan Murphy seconded the motion, motion passed unanimously. Executive Session Agenda and accompanying documents will be forwarded to the Commissioners.

Mike Mason called for any other business or a motion to adjourn the regular meeting. No discussion followed.

- Dennis Sonius made the motion to adjourn the Regular Meeting, Mary Shaw seconded, motion passed unanimously. Meeting adjourned at 1:18 p.m. The Annual meeting is January 12th 2021 at 12:00 p.m.


Leanne Trappen, Secretary


Mike Mason, Chair

1-12-2021
Date