

THE TWIN FALLS HOUSING AUTHORITY
ANNUAL MEETING * FEBRUARY 11th, 2020
Regular

The Board of Commissioners gathered February 11th, 2020 at 200 Elm Street N., Twin Falls, ID 83301. Misty McEwen, Chair, called to order the *Regular* Annual meeting with Roll Call at 12:10 p.m. Those present: Rick Brown, Dennis Sonius, Mike Mason and Misty McEwen. Mary Shaw excused. Leanne Trappen, Secretary and Toasha Lierman (staff) present.

Misty McEwen, presented the minutes for the January 14th Board meeting, requesting a call for any corrections, questions or discussion. No corrections or discussion followed.

- Dennis Sonius moved to approve the minutes of January 14th meeting as presented. Rick Brown seconded, motion carried unanimously.

Misty McEwen presented the Bills and Vouchers for January and called for discussion. Discussion followed regarding software update. Discussion followed on what options are out there for this type of software and if this is provided by HUD. Leanne clarified the need and resources and that although not provided by HUD, the software is based on HUD program reporting criteria.

- Mike Mason moved to approve the Bills and Vouchers, Dennis Sonius seconded, motion carried unanimously.

The Board reviewed the February Revenues and Expenditures report which is based on the Profit & Loss report generated from QuickBooks. Discussion followed noting suggestions for moving forward. Leanne will provide quarterly report for totals and budget comparison. Suggestion was to separate the Operating expenses from the Capital expenses include the cash balance from what is in our accounts.

Executive Director report: Updated the Board regarding capital improvements, financial office progress and developments.


- The Duvall Boiler project: The new boilers are working well and have been completed, with the exception of the backup boiler system yet to be connected. This is still ongoing with McClure working with the manufacturer and the electrician on the capability of a pump that is yet to be installed.
- We are moving forward with getting QuickBooks in shape working with two ladies who are QuickBooks Certified and have experience in cleaning up books. Their business name is Books Plus.
- Plans have progressed with Dennis Brown, CPA moving forward compiling the annual unaudited financial report. Discussion followed regarding ongoing issues, depreciation level for Depreciation Schedule.
- HUD Operating Formula Report is to be released any day and due by the end of the month.
- Update on the process to consolidate the two Housing Authorities.

Misty McEwen called for any other discussion or a motion to adjourn the Annual meeting. Dennis Sonius made the motion to adjourn the Annual Meeting and open the Executive Session, Mike Mason seconded the motion. The motion passed unanimously. Meeting adjourned at 12:48 p.m.

Misty called for roll call to go into Executive Session at 1:02 p.m.

The next meeting is scheduled *March 10th* February 11th, 2020 at 12:00 p.m. in the TFHA Conference Room.


Leanne Trappen, Secretary


Misty McEwen, Chair
Dennis Sonius
Vice Chair

3-10/20
Date