

THE TWIN FALLS HOUSING AUTHORITY
REGULAR MEETING * APRIL 13th, 2021

The Board of Commissioners met April 13th, 2021 at the Twin Falls Housing Authority Community Room located at Sunny View Courts, 1779 Addison Avenue East, Twin Falls. Mike Mason, Chair, called the meeting to order with Roll Call at 12:06 p.m. Those in attendance: Mike Mason, Jan Murphy, Rick Brown and Dennis Sonius. Mary Shaw, excused. Toasha Lierman, Financial Manager and Leanne Trappen, present.

Mike Mason presented the minutes for the March 9th Board meeting and called for any discussion or a motion.

- Dennis Sonius moved to approve the March 9th meeting minutes as presented. Rick Brown seconded the motion. Motion passed unanimous.

Mike Mason presented the Bills for March 2021 and called for discussion or a motion. Question regarding electrician bill for work at Sunny View. Bathrooms at Sunny View do not have any outlets other than through the light fixture. The new NSPIRE standards for property inspections require bathrooms to have at least one outlet (GFCI) wired in the bathrooms of every unit. Two units were vacant and scheduled for the upgrade.

- Rick Brown moved to approve the March list of Bills, Jan Murphy seconded. Motion passed unanimous.
 - The Board reviewed the March 2021 Profit & Loss report. Discussion followed stating that financial reports will look different as they will be generated from PHA-Web rather than from Quick Books.

Mike Mason introduced the Resolution #619 to approve the amended Operating budget. Leanne asked to table Resolution #619 until the budget can be produced through PHA-WEB Accounting. the budget will be outlined in the monthly financial report through PHA-WEB. Since our Audits reference the approved budget and the budget included today was not generated through PHA-WEB, Leanne is requesting for the Board table Resolution #619 until Toasha can complete the financial setup in PHA-WEB, establishing the budget in the format that will be used moving forward.

- Mike Mason, stated the Board would revisit Resolution #619 to approve the 2021 amended Operating Budget at the June Board meeting for review and approval.

Mike Mason introduced Resolution #620 to Adopt the 2021 Income Limits for eligibility. HUD issues updated income limits annually to be effective April 1st. The 2021 income limits increased substantially over last year.

- Dennis Sonius made a motion to approve Resolution #620 to Adopt the 2021 Income Limits as presented. Rick Brown seconded the motion, motion passed unanimously.

Executive Director Report: Informed the Board of recent contracts for Capital Improvement Projects. Update on the progress and overall opinion of the PHA-Web software program. Leanne presented a memo for the Board explaining that PHA-WEB accounting system doesn't have a payroll component. Employee payroll items will be entered into PHA-WEB with a Journal Entry. Currently half of the payroll items are paid electronically and half by check. It was recommended that all payroll items be paid electronically, creating a cleaner journal entry. Leanne is requesting that the Board authorize all payroll items be paid electronically. Discussion followed. Informed the Board regarding the progress with the 2020 Financial Audit and plans to have the final audit presented no later than the June meeting. Discussion followed on how to coordinate a presentation of the audit to the Board. The Commissioners requested that B2a CPA's present the audit in person since this is the first audit performed by B2a CPA's and the first single audit for the Housing Authority.

Mike Mason called for further discussion or a motion to authorize the accounting office to process payroll items electronically.

- Dennis Sonius moved to authorize the accounting office to pay the associated payroll benefits outlined* electronically. Rick Brown seconded the motion, motion passed unanimous.

**Delta Dental, Willamette Dental, United Heritage, Pacific Source, Colonial Life and ID Withholding tax.*

Mike Mason called for a motion to enter Executive Session for the purpose under Idaho Code 74-206(1)(a),(b) Personnel Selection & 74-206(c) interest in real property.

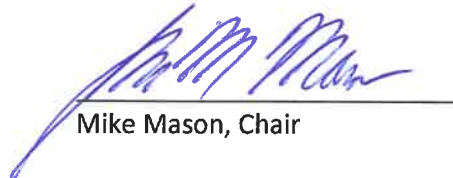
- Dennis Sonius moved to enter into Executive Session for the purpose(s) stated. Rick Brown seconded the motion, motion carried unanimous. Staff were excused at 1:15 p.m.
- Board resumed regular session at 1:55 p.m.

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

- Rick Brown moved to adjourn the meeting, Dennis Sonius seconded the motion. Motion carried unanimous. Meeting adjourned at 1:56 p.m.

The next meeting is May 11th 2021 at 12:00 p.m.


Leanne Trappen, Secretary


Mike Mason, Chair

5-11-2021
Date