

THE TWIN FALLS HOUSING AUTHORITY  
REGULAR MEETING \* February 16<sup>th</sup>, 2022

The Board of Commissioners met February 16<sup>th</sup>, 2022, 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 12:04 p.m. Those in attendance: Mike Mason, Rick Brown, Dennis Sonius, and Jan Murphy. Commissioner Terry Winkle was excused; although he did send comments for the agenda items which will be shared throughout the meeting and reflected in the minutes. Executive Director Sunny Shaw and Finance Manager Toasha Lierman were also present.

Chair Mike Mason presented the minutes for the January 19<sup>th</sup> Board meeting and called for a motion.

- Vice-chair Dennis Sonius moved to approve the January 19<sup>th</sup> minutes as presented. Commissioner Rick Brown seconded the motion. Chair Mason called for vote to approve. No discussion followed. Motion passed unanimously.

### **Review and Approval**

- Chair Mike Mason presented the bills paid for January 2022 and called for a motion to approve. Commissioner Brown moved to approve the January list of bills paid; Commissioner Murphy seconded. Call for discussion or vote. Discussion followed. Finance Manager Lierman presented additional documents regarding the questions about utilities that came up during last month's meeting. The documents provided a break down of expenses at each property and helped to clarify the difference each incurs in utility cost. This additional explanation helped to answer previously posed questions about these differences. Commissioner Rick Brown posed a question regarding the internet expense at the community center. The space is not currently being used for events and he asked if the expense was truly necessary. Director Shaw indicated that she and her team would explore the need for the expense and would terminate the service when the contract expires should no need be identified. Chair Mason inquired about the amount to Nelrod and what the company provides the agency. This was also a question asked, in writing, by Commissioner Winkle. Director Shaw shared that Nelrod is a training consortium who also provides policy guidance. Both Nelrod and NAHRO are annual membership dues which we pay at the beginning of our fiscal year, in January. Commissioner Winkle provided a written question regarding the payment schedule of employee medical and dental premiums. As a point of information, these premiums are monthly and not annually. Chair Mason called for the vote; motion passed unanimously.
- The board reviewed the monthly Operating Statement. Ms. Lierman shared that the operating fund had recently been submitted for funding and that the amount is anticipated to be significantly lower than it was last year. The explanation is that HUD paid a higher rate last year due to covid and is returning to the regular funding calculation this year. This change, however, has not yet been reflected the TFHA budgets and will not be until HUD sends notification of the actual amount.
- The board reviewed the Capital Fund Dashboard. Utilization is unchanged for the month of January on each year's award.
- Although the HACJ December billing was on the agenda, Director Shaw had not included it in the packet. It will be provided at the next meeting.

- Director Shaw presented the Authorization to Write Off Account. As with all delinquent amounts, HUD requires that any amount owed be sent to collection, as well. Vice-chair Sonius moved to approve the request to write off the account. The motion was seconded by Commissioner Murphy. The motion passed unanimously.
- **Resolution #627 – Collection Policy:** Executive Director Shaw presented the updated Rent Collection Policy to the board. She shared that the previous policy was several pages long and became very confusing for both staff and customers to interpret. This new policy is much simpler, and it reduces administrative burden. Commissioner Murphy moved to approve Resolution #627. Commissioner Brown seconded the motion, and it was approved unanimously.
- The board reviewed the proposed ROSS-SC job description. The board agreed that they would like to see the “required” education changed to “desired” education. That being the only change, Vice-chair Sonius moved to approve the resolution. The motion was seconded by Commissioner Brown, and it was approved unanimously.

### Informational Items

- Unit Vacancy Report: The Commissioners reviewed the vacancy report. There were no concerns or questions regarding the report.
- Work Orders Report: The Commissioners reviewed the work orders report. There were no concerns or questions regarding the report.
- Waiting List Report: The Commissioners viewed the waiting list report. Director Shaw shared Commissioner Winkle’s concern regarding fair housing and our elderly disabled properties. His concern was the appearance of targeting the elderly only as a potential population and steering them to where they could live. Director Shaw shared that this was a very good question. She explained that the properties are designated by HUD for the population that they can serve so this eliminates the concern presented.
- NAHRO Monitor: The board members reviewed the monitor. Director Shaw shared that she had explored the possibility of applying for the Radon Grant. She had learned that the grant is meant for zones 1 and 2 of radon risk. There are a total of 3 zones. Twin Falls is in zone 2. This grant will only be funded for 15 agencies. Given the high number of agencies in zone 1, it is anticipated that zone 2 applicants will not be funded. Furthermore, it is not available for our elderly/disabled housing complexes, only our family complexes. Given all these factors, it is not likely that an application will be submitted for this opportunity; however, Director Shaw will watch for additional future opportunities.
- Director Shaw provided a copy of the B2a Audit Letter of Engagement. She shared that the auditors will likely be onsite in May.

### Report of the Executive Director

- The written report was provided to the board.

**General Discussion/Other Business:** During the meeting, Commissioner Murphy shared that she had completed the Commissioners Fundamentals Training. She stated that she found it incredibly helpful and that she enjoyed it. Additionally, she shared that she felt the information would be useful on other boards she works with.

### Discussion and Call to Adjourn

Chair Mike Mason called for any other business, discussion, or motion to adjourn.

- Vice-chair Sonius moved to adjourn the meeting; Commissioner Murphy seconded the motion. The motion carried unanimously. Meeting adjourned at 1:15 p.m.

The next meeting is March 16<sup>th</sup> at 12 pm.

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Sunny Shaw, Secretary

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Mike Mason, Chair

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Date