HOUSING AUTHORITY OF BILLINGS

MEETING OF THE BOARD OF COMMISSIONERS

JUNE 29th, 2022, AT 12:00PM

2415 FIRST AVENUE NORTH, BILLINGS, MT 59101

Commissioner Boos Patti Webster Public:

Commissioner Reno Kyle Trafton

Commissioner Burton Helen Verhasselt

Commissioner Herman

Commissioner Hammer

Commissioner Crawford

1. **Call to Order and Determination of a Quorum**
* Board Chairperson Boos called the regular meeting of the Board of Commissioners to order at 12:07 PM.
* Commissioner Tusi was not in attendance. There was determined to be a Quorum.
1. **Public Participation**
* No public participation.
1. **Approval of the Consent Agenda**
* Chairperson Boos presented Resolution 1172 – Consent Agenda. The consent agenda included the following:
* Presentation of Current Account Balances
* Bank Activity Report
* Financial Statements
* Red Fox Financial Statements
* HCV Compliance Reports
* Contract Listing
* Charge Off’s
* May 25th, 2022 - Meeting Minutes

Webster notified the Board of an adjustment made to the consent agenda. A bank activity report will be provided in place of ACH statements. If a commissioner wants a more in-depth report, Helen Verhasselt, the Chief Financial Officer, can provide one upon request.

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1172 - CONSENT AGENDA. COMMISSIONER HAMMER SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

The Board requested all relevant meeting documents be delivered to each Board member a week prior to each meeting.

1. **CEO/Executive Director Report**
* Sale of the single-family homes went final. The overall net loss amounted to $201,583.88. However, the agency finally received a FEMA reimbursement in the amount of $288,797.96.

Chairperson Boos inquired about the delay of the closing date. Webster replied the delay was due to the bank and property appraiser. In that time, the motel was broken into twice with damage caused both times. A garage sale is planned to sell items from the motel as the agency is not allowed to donate. The options are to dispose items or sell the items.

* Webster presented Resolution 1173 – Change to By-Laws. Webster commented the Board doesn’t have to approve the by-laws at this meeting if there are proposed changes or additional time is needed for review. Webster wanted to present Resolution 1173, 1174, 1175, and 1176 as requested by the Board for initial review and comment.

Chairperson Boos asked for clarification on the agency legal counsel. Webster replied that Elizabeth Kaleva out of Missoula has provided consistent legal counsel for the agency, but she’s not held on retainer as PHA’s are not allowed to pre-pay for services.

Commissioner Hammer asked whether Kaleva has an expertise in Public Housing Authorities? Webster responded that the majority of legal issues at the agency revolve around employment law. Kaleva has an expertise in employment law. Webster added HomeFront uses separate legal counsel for all evictions.

Chairperson Boos commented the by-laws are well written and comprehensive. Boos suggested they be permanently kept in the governance section of the Board books for reference.

**COMMISSIONER HAMMER MOVED TO APPROVE RESOLUTION 1173 – CHANGE TO BY-LAWS. COMMISSIONER CRAWFORD SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

* Webster presented Resolution 1174 – Adoption of Rules & Procedures for the Board of Commissioners.

Commissioner Burton asked whether the Board would discuss committee interest with the Board Chairperson? Webster stated the by-laws provide some guidance for committee structure, but it will be important for each committee to have no more than 3 board members. Webster proposed to discuss committee assignments at the July Board of Commissioners meeting to allow for input from Commissioner Tusi.

Chairperson Boos commented that the Rules & Procedures for the Board was a great document.

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1174 – ADOPTION OF RULES & PROCEDURES FOR THE BOARD OF COMMISSIONERS. COMMISSIONER CRAWFORD SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

* Webster presented Resolution 1175 – Board of Commissioners Oath. Webster asked for feedback on the 6-month requirement for NAHRO Board Certification. Webster added that some states the certification is mandatory.

Chairperson Boos offered that he was able to complete the Commissioner Fundamentals course quickly, but the Commissioner Ethics course has conflicted multiple times with existing commitments. Boos suggested the timeline be adjusted to 12 months.

There was widespread agreement across the Board to amend Resolution 1175 – Board of Commissioners Oath, changing the NAHRO certification completion timeline from 6 months to 12 months.

**COMMISSIONER CRAWFORD MOVED TO APPROVE RESOLUTION 1175 – BOARD OF COMMISSIONERS OATH, as amended. COMMISSIONER HAMMER SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

* Webster presented Resolution 1176 – Adoption of Job Description of Board Commissioners.

Commissioner Burton commented she wishes she had a document such as the proposed to review prior to applying. Webster stated that if the Resolution passes the job description will be sent to the mayor’s office to post on their website.

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1176 – ADOPTION OF JOB DESCRIPTION OF BOARD COMMISSIONERS. COMMISSIONER HERMAN SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

1. **Director of Facilities Update**
* No items of business discussed.
1. **Director of Finance**
* Chief Financial Officer Helen Verhasselt informed the Board the agency received notice of a new Family Self Sufficiency fund account which needs to be created. The fund is for the forfeiture of escrow funds, as new regulations dictate the funds must be tracked separately. This new account will result in an additional set of financial reports the Board will see included in future financial reports.
1. **Legal**
* No items of business discussed.
1. **Policy**
* Housing Choice Voucher Director, Trina Swafford, presented Resolution 1177 – Changes to the Section 8 Administrative Plan. HomeFront received a PIH (Public & Indian Housing) Notice which initiated changes to specific language in the administrative plan. The first proposed change is to require only the most recent bank statement for asset verification, rather than the previous 6 months. Eligibility would use current account balance as opposed to current process of average monthly balance. The second change states change to payment standards will be addressed at the first annual re-examination. Lastly, the resolution proposes a change to the unreported income threshold which would initiate assistance termination. The current threshold is $1500, the resolution proposes a threshold increase to $3000. This increase would allow for participants to report timely and would alleviate an administrative burden for staff.

Commissioner Reno asked about the rationale for using current account balance rather than the 6-month balance average. Swafford stated it’s difficult for many participants to provide or obtain 6-months of bank statements.

**COMMISSIONER HAMMER MOVED TO APPROVE RESOLUTION 1177 – CHANGES TO THE SECTION 8 ADMINISTRATIVE PLAN. COMMISSIONER BURTON SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

Webster presented Resolution 1178 – Revision to Procurement Policy. The agency was made aware of a necessary change to the micro-purchase threshold as stated in the agency procurement policy.

Chairperson Boos clarified that the change is the adoption of *Table 6.2 – Purchasing Thresholds*, as presented. Webster confirmed the statement.

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1178 – REVISION TO PROCUREMENT POLICY. COMMISSIONER HAMMER SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

1. **Governance**
* Webster asked that all Board Commissioners review the included Conflict of Interest disclosure. Commissioners were asked to return a signed copy of the disclosure by the July Board Meeting.
1. **Call for future discussion and informational items**
* No items of business discussed.
1. **Board Comments and Announcements**
* National NAHRO Conference – San Diego in September 2022.
1. **Adjournment**
* The Board meeting adjourned at 1:48pm.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Boos, Board Chairperson **SEAL**

Patti Webster, Secretary of Board of Commissioners Date