HOUSING AUTHORITY OF BILLINGS

MEETING OF THE BOARD OF COMMISSIONERS

SEPTEMBER 28TH, 2022, AT 12:00PM

2415 FIRST AVENUE NORTH, BILLINGS, MT 59101

Commissioner Boos Patti Webster Public:

Commissioner Reno Kyle Trafton

Commissioner Burton Teddi Shorten

Commissioner Crawford Trina Swafford

Commissioner Hammer

1. **Call to Order and Determination of a Quorum**

* Board Chairperson Boos called the regular meeting of the Board of Commissioners to order at 12:05 PM.
* Commissioner Tusi and Commissioner Herman were not in attendance. The absence of Commissioner Tusi was excused. The absence of Commissioner Herman was unexcused. Commissioner Herman’s absence places her in poor standing. The Board may choose to vote on a removal recommendation submitted to Mayor Cole.

There was determined to be a Quorum.

1. **Public Participation**

* No public participation.

1. **Approval of the Consent Agenda**

* Chairperson Boos presented Resolution 1184 – Consent Agenda. The consent agenda included the following:
* Presentation of Current Account Balances
* Bank Activity Report
* HCV Compliance Reports
* Contract Listing
* Charge Off’s
* August 31st, 2022 - Meeting Minutes
* HUD PHA Report September 2022

**COMMISSIONER HAMMER MOVED TO APPROVE RESOLUTION 1184 - CONSENT AGENDA. COMMISSIONER BURTON SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

1. **CEO/Executive Director Report**

* Webster provided the Board with an update on development opportunities.
* Webster provided the Board with an update on the National NAHRO conference which was attended by four members of the staff a week prior. Both Webster and Kyle Trafton presented at the conference which is an honor for the agency.
* Webster provided the Board with an update on the agency five-year strategic plan, including an overview of goals, priorities, and assignments. Areas of focus in the near future will be staff skill assessments, determining the viability of charter housing developments, educating residents about higher density housing initiatives, and customer satisfaction studies.

Chairperson Boos offered a comment of caution concerning the customer satisfaction surveys. The surveys could be counterproductive if the agency chooses not to address received feedback.

* New dates for a bus tour will be proposed. Webster stated she didn’t receive enough responses from board members regarding availability.
* Will receive design sketches for the exterior mural before the next board meeting. The mural is inspired by the song Crowded Table by the Highwomen.
* Application to the Housing Solutions Lab was successful. Billings was chosen as 1 of 5 cities to receive intensive training from national experts on housing affordability strategies.The other four cities in the program include: Lancaster, PA, Arvada, CO, New Haven, CT, and Gresham, OR.
* The HUD Regional Director visited on September 19th, 2022, to discuss the Mainstream 5 program. We communicated to HUD at this meeting the desire to return the Mainstream 5 program as our agency hasn’t been funded appropriately. HUD was unsure what action needs to be taken in order to return the program, but they communicated a commitment moving forward to resolve the issue.

The Board moved into executive session at 1:07pm to discuss Resolution 1187 – CEO/Executive Director Performance Evaluation, and Resolution 1188 – CEO/Executive Director Salary/Bonus.

The Board moved back into regular session at 2:07pm.

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1187 – CEO/EXECUTIVE DIRECTOR PERFORMANCE EVALUATION. COMMISSIONER RENO SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1188 – CEO/EXECUTIVE DIRECTOR SALARY/BONUS. COMMISSIONER RENO SECONDED THE MOTION.** *All were in favor, the motion passed unanimously. Resolution 1188 approved with retroactive date of July 1st, 2022. Pay increase in effect the first pay date of the current fiscal year July 2nd, 2022.*

1. **Director of Facilities Update**

* No items of business discussed.

1. **Director of Finance**

* Webster provided a report on behalf of Chief Financial Officer, Helen Verhasselt. The audit has concluded, and the audit team provided indication the agency will receive another clean audit.
* Commissioner Boos asked for clarification of the internal charge offs process. Webster addressed the question posed by Commissioner Boos.

1. **Legal**

* No items of business discussed.

1. **Policy**

* HCV Director, Trina Swafford, presented Resolution 1185 – HCV Payment Standards. New Fair Market Payment Standards released effective October 1st, 2022.
* Agency is currently at 110% of the payment standard which is the maximum amount allowed per HCV administrative plan. In the process of a waiver application which would allow an increase to 120% of the 2021 Fair Market Rent.
* Currently, we have 182 vouchers on the street. New rent budgets will be calculated according to the new HCV payment standards which should increase voucher utilization.

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1185 – HCV PAYMENT STANDARDS. COMMISSIONER RENO SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

* Swafford presented Resolution 1186 – Family Self Sufficiency Action Plan. In 2018 HUD began an overhaul of the Family Self Sufficiency Program. As part of the program revision, all agency’s participating in the program are required to submit to HUD a complete action plan prior to October 1st, 2022. Swafford provided a brief summary of the program structure and goals.
* One of the major plan additions addresses forfeited funds from individuals who voluntarily or involuntarily exit the program. Forfeited funds will now be held in a unique bank account and used for future FSS participants.

Chairperson Boos asked why more participants didn’t take advantage of the program given the financial incentive. Swafford addressed the question by explaining challenges involved with growing the program.

**COMMISSIONER BURTON MOVED TO APPROVE RESOLUTION 1186 – FSS ACTION PLAN. COMMISSIONER RENO SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

1. **Governance**

* No items of business discussed.

1. **Call for future discussion and informational items**

* No items of business discussed.

1. **Board Comments and Announcements**
2. **Adjournment**

* The Board meeting adjourned at 2:27pm.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Boos, Board Chairperson **SEAL**

Patti Webster, Secretary of Board of Commissioners Date