



# Great Plains Housing Authority

Serving Dickey, Eddy, Foster, Logan, Sargent, Stutsman, and Wells Counties

Great Plains Housing Authority

Tuesday, July 19

Minutes- DRAFT

**Attendance: David Bratton, Tonya Perkins, Beth Dewald, Mary Jensen**

**Absent: Beth Martin**

**Office: Dave Klein, Cassie DuBray**

## Board items

1. Meeting called to order at 8:05 AM
2. Introductions
  - a. Everyone introduced themselves.
3. Public comment period
  - a. No public comment or items to address.
4. Approvals
  - a. Approve meeting minutes from May 17, 2022 (vote to approve)
    - i. Dave presented the minutes from May 17, 2022
    - ii. Beth Dewald made a motion to approve the minutes, Tonya seconded, the board approved.
  - b. Financial update (vote to approve)
    - i. HUD withheld assistance funds in June since that month was based off previous information and continuing resolutions. That will lead GPHA to be in the negative for HAP. GPHA also received a couple port-out clients that were expense and went back several months.
    - ii. Administrative revenues are as expected. There will be some adjustments later as HUD adjusts the previous 6 months. GPHA is not collecting a property management fee for Eddy County Housing duplexes. The duplexes lost money during the last year.
    - iii. Salaries had a dip in May transition from Jessica to Lindsey. June included Taylor's time and vacation leave payout. Office supplies have been a little higher adjusting to supply usage. Other software included the Adobe Sign renewal and Wrike workflow software. Port admin fees were higher than anticipated with port that was months old. Health insurance changes reflect employee changes.
    - iv. Voucher numbers as slightly down, Mainstream numbers going up working with partners. The program will be full July or August.
    - v. ND RENT Help dollars are going as planned. 147 total deposits – believe in total 153 over \$60,000!

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- vi. Dickey Sargent and Eddy County are steady but trying to increase clients.
  - vii. Tonya made a motion to approve the financial report, Beth Dewald seconded, the board approved.
5. New business
- a. GPHA Personnel changes (vote to approve)
    - i. Hired Ola who is coming from Austin, TX as Office Manager. She has excellent leadership and customer service experience and she moving to be close to family. Ola will start in mid-August. GPHA had 8 candidates for the Office Manager position
    - ii. Add "Admissions Specialist"
      - 1. The turnover and running through so many clients is taking a lot of Dave & Sarah's time. GPHA looks to use ND Rent Help dollars to hire an Admissions Specialist that would only help with initial clients. GPHA has the funds and would have this on a 3 year contract.
    - iii. How to advertise
      - 1. Finish position description
      - 2. Contact Ola & other applications and ask if interested in position.
      - 3. Post open position on website and contact other previous applicants?
    - iv. Board understood the need to have a dedicated person and went through each person's responsibility. Dave explained that the duties largely fall on him to bring initials on and that is extremely time consuming. Dave stated the position salary would be in-line with the
    - v. Dave did explain the temporary staff includes Amanda and Edward. GPHA is developing a workflow software process that is taking longer and making the office reexamine items already in place.
    - vi. Beth Dewald made a motion to approve hiring an Admissions Specialist, Tonya seconded, the board approved.
    - vii. The board suggested contacting the current Office Manager person and some that application for the Office Manager position to gauge interest. Have the position posted on website.
  - b. Lead paint hazard grant
    - i. Grant is open. There is still not a North Dakota program. This would be a good program that Amanda could learn and possibly transition to after ND Rent Help dries up. There would be a lot of program building the first two years.
    - ii. Community Action would be a great partner, but right now cannot find workers.
    - iii. Grant application may wait until next year.
  - c. Discussion of Juneteenth holiday (vote to change to observance)

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- i. Other state agencies did not have this as a paid holiday causing lots of confusion. GPHA was the only housing authority as a paid holiday. Should GPHA remove it from the holiday schedule, or change it to a floating holiday?
    - ii. Board discussed options including a floating holiday. Board members also felt it was important to wait and see what the legislative group does in the session. David Bratton said the county and state discussed the limitations when the federal government was shut down. There is discussions to make it a paid holiday during the next legislative session.
    - iii. Tonya made a motion to table the item to the May 2023 meeting to review, Mary Jensen seconded. The board tabled the item.
  - d. HUD Funding update
    - i. Need to spend housing assistance dollars. GPHA's budget had an Offset because it did not spend enough last fiscal year. Trying to push clients to lease quicker and in-place.
    - ii. GPHA did apply for additional vouchers and mainstream vouchers, along with others set-aside funding. Will know by October.
  - e. Eagle Flats – Waitlist application
    - i. Eagle Flats is hoping for September 1 leasing. There are 16 voucher spaces in there and lots of requests.
    - ii. Discussion about the application process and who is doing what.
  - f. RWIP grant applications
    - i. Applied for two RWIP application grants through SCDRC and Commerce. Funding would allow GPHA to expand deposit program to full deposits and cover all 9 counties in our regional until June 30, 2023. Other grant would help GPHA purchase land. GPHA would mortgage the remaining costs.
    - ii. Will know in September. If earlier, Dave will ask for a special meeting.
  - g. Other housing initiatives
    - i. USDA RD program at Jamestown Village leaving assistance end of July. GPHA is helping 8 clients there. That building has some openings.
    - ii. Working with developers... costs are so high and program funding low
    - iii. Working with legislators and other groups to develop funding ideas to help bring more rental and market housing.
    - iv. Regional housing study releasing this week
    - v. Statewide housing study being release in October
    - vi. Working with HUD on new allowance for reasonable accommodations that can go higher than the previous 120% limits. Extremely complicated process but trying to help housing authorities and others understand it in ND.

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- vii. Legacy Center – sale collapsed as department of health refused to allow nursing home bed licenses without expensive construction. Discussions ongoing with HUD and receivership where GPHA can help best. Dave is exploring IF fundraising could be done to cover some expenses of the building and then go from there. Preserving the units is the goal now.
  - viii. Discussions continue with Authentic Housing about developments in Jamestown. Group would like to push for a complex in Jamestown for mixed income. But that an application is due September 30 and that is a lot of work.
  - ix. Dave stated if a special meeting is needed, he will request and post information.
6. Updates
- a. Dickey Sargent Housing Authority update
    - i. Doing well, Teresa is keeping things going well there
  - b. Eddy County Housing Authority update
    - i. Vouchers are good. Working with zone office to use office for meetings. Duplex clients are reporting to us better with Dave's direct contact.
    - ii. Still looking for another board member there.
  - c. Fee accountant close-up
    - i. Eddy County and GPHA have fiscal year end closing June 30. Dave is getting the books to fee accountants in the coming weeks.
  - d. Auditing scheduled
    - i. Auditor is schedule for late October visit
  - e. Deputy Director report
    - i. Cassie explained the number of certifications and how busy the office is in processing. That is causing some delays in getting new people going. But also that inspection are failing for minor items that landlords are not solving.
    - ii. Discussed the number of clients that left apartments empty and terminations. Now sending information with application letters and new clients on required things to do such as change ID, transfer assistance, etc. Also noticing increased in Rent Help being used by out of state tenants.
7. All other business (cannot have items that require vote or resolutions)
- a. Still looking for Foster County and Wells County board representatives
  - b. Beth Dewald mentioned that Freedom Resource Center is moving to across the hall from the housing office.
8. Next meeting – September 20, 2022 is annual meeting
9. Adjourn
- a. Meeting adjourned at 9:42 AM

\* The public can attend; however, members of the public can only speak if authorized. The chairperson may decide if time allows to allow

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questions or statements

\*\* Agenda items must be requested seven (7) days prior for consideration by the Chairperson.

## Schedule of meetings for 2022

- January 18, 2022 – 8:00 AM
- March 15, 2022 – 8:00 AM
- May 17, 2022 – 8:00 AM
- July 19, 2022 – 8:00 AM
- September 20, 2022 – 8:00 AM – Annual meeting
- November 15, 2022 – 8:00 AM

## Board of directors

- Beth Martin – Board member
- Tonya Perkins – Vice-Chairperson
- Beth Dewald – Board member
- Mary Jensen – Board member
- Dave Bratton – Chairperson
- Vacant seat – Wells County board member
- Vacant seat – Foster County board member

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