

**WYOMING HOUSING COMMISSION MEETING  
2450 36<sup>TH</sup> ST SW  
HOUSING COMMUNITY ROOM  
TUESDAY, MARCH 18, 2014 @ 1:00 PM  
MINUTES**

**Call to Order**

A regular meeting of the Wyoming Housing Commission was held on March 18, 2014. Commissioner Barb Van Duren called the meeting to order at 1:00 PM.

**Roll Call**

Present: Barb VanDuren, Ron Dressander and Don Dykstra.

Absent: Approval of absence of Denise Wade. A motion was made by Commissioner Dressander and seconded by Commissioner Dykstra. All ayes.

Also Present: Rebeca Venema, Christine Roelofs and Sicora Eckert.

**Approval of Minutes**

A motion was made by Commissioner Dressander and seconded by Commissioner Dykstra to approve the minutes of the regular meeting of January 21, 2014.

**Approval of Agenda**

Two additions were made to the agenda: Added to Report from the Housing Director; 2014 Opening of the HCV Waitlist and added to New Business, revisions of the Bad Debt Write-off Resolution and to the Trash Collection Resolution. A motion was made by Commissioner Dykstra and seconded by Commissioner Dressander to approve the amended agenda. All ayes.

**Public Comments on Agenda Items (3 minute limit per person)**

There were no public comments.

**Petitions and Communications**

The WHC was notified by HUD that our 2013 REAC score designated the agency as Sub standard. In addition, the WHC received the approval of the 2014 Annual Plan.

**Public Housing/Section 8**

A motion was made by Commissioner Dressander and seconded by Commissioner Dykstra to approve the Public Housing bills for January & February 2014. All ayes.

**Review of Financial Statements**

The Commission reviewed the financial statements for December 2013 and January 2014, the cash flow budget for February 2014, the Investment Register and the CFP expenditures for 2012 and 2013.

### **Report from Housing Director**

- a. The Commission Board was informed of the response to HUD pertaining to 2013 REAC letter as to being a substandard agency. Mrs. Venema suggested several avenues to reduce overwhelming maintenance staff so they may maintain duties to help improve our REAC responsibility.
- b. Mrs. Venema announced that the WHC was opening the Housing Choice Voucher Waitlist on March 24, 2014 through April 3, 2014 to replenish the current HCV/Section 8 waitlist.

### **Old Business**

- a. None to discuss

### **New Business**

- a. Approval of Bad Debt Write Off, Resolution 02-14. A motion was made by Commissioner Dykstra and seconded by Commissioner Dressander. All ayes.
- b. Approval of FYE 2015 Budget, Resolution 03-14. A motion was made by Commissioner Dykstra and seconded by Commissioner Dressander. All ayes
- c. Approval of the 2012 CFP Budget Revision, Resolution 04-14. A motion was made by Commissioner Dressander and seconded by Commissioner Dykstra. All ayes.
- d. Approval to award contract to Republic Srvices for trash collection, Resolution 05-14. A motion was made by Commissioner Dykstra and seconded by Commissioner Dressander. All ayes
- e. Mrs. Venema informed the Board of the Uniform Physical Condition Standards (UPCS) inspection training in Melvindale, Michigan instructed by the inspection Group, Inc on March 20-21, 2014. The WHC will be sending two maintenance employees, Tim Robach and Dennis Trahan.
- f. Troy Rinks will also be attending the 2014 Prevailing Wage Seminar in Chicago, IL from March 31 – April 3, 2014.

### **Acknowledgement of Visitors**

One visitor had some suggestions pertaining to Public Housing.

- a. One central location for signage, possibly requesting a local high school to make a large message board as a school project.
- b. A bigger office entryway sign with hours of operation.
- c. Carports for storage and to create revenue by charging tenants for the use.
- d. Requesting courts to supply community service workers to handle simple maintenance to free time for WHC maintenance staff.

### **Commissioner Comments**

Commissioner Dressander commented on the process of getting a new Board member. Commissioner Dykstra stated staff is doing an excellent job and that he did notice the refinished front sidewalk may need repairing. Lastly, Commissioner Van Duren thanked the visitor for their suggestions.

**Adjournment**

The meeting was adjourned at 1:51 PM.

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Barb VanDuren  
Chair  
Wyoming Housing Commission

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Rebeca Venema  
Board Secretary  
Wyoming Housing Commission