

**WYOMING HOUSING COMMISSION MEETING
2450 36TH ST SW
HOUSING COMMUNITY ROOM
TUESDAY, MAY 20, 2014 @ 1:00 PM
MINUTES**

Call to Order

A regular meeting of the Wyoming Housing Commission was held on May 20, 2014. Commissioner Barb Van Duren called the meeting to order at 1:00 PM.

Roll Call

Present: Barb VanDuren, Ron Dressander, Denise Wade and Don Dykstra.

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

Approval of Minutes

A motion was made by Commissioner Dykstra and seconded by Commissioner Wade to approve the minutes of the regular meeting of March 18, 2014.

Approval of Agenda

Three additions were made to the agenda: Added to Report from the Housing Director; Waitlist discussion on the Section 8 Voucher and Public Housing, CFP roof update and vacant positions. A motion was made by Commissioner Wade and seconded by Commissioner Dykstra 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

There were no petitions or communications.

Public Housing/Section 8

A motion was made by Commissioner Dressander and seconded by Commissioner Wade to approve the Public Housing and the Section 8 bills for March and April, 2014. All ayes.

Review of Financial Statements

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

Report from Housing Director

- a. Mrs. Venema reminded the Board that the Wyoming Housing Commission was recently involved in the FY 2013 REAC Substandard Physical Onsite Review in April 2014. Results from that review are expected within the next few weeks. A few of the mentioned concerns from the review team were; the City's relationship with the Housing agency, flat rents, ACOP and contract terms.

- b. The WHC also received a VMS review in April, 2014. No major issues were mentioned. The results of that review are expected within the next few weeks.
- c. The Commissioners were given Chapters 7, 9-11, 13-15 and a page from Chapter 3 to review from the Admissions and Continued Occupancy Plan (ACOP) as it is being revised. Chapters 8, 12 and 16 are still in the revision process.
- d. Mrs. Venema informed the Board that the WHC is preparing to interview for the vacant position of Housing Coordinator on June 2, 2014. Also, the custodian has notified the Agency of his retirement beginning May 29, 2014, this position will not be replaced, but certain duties will be contracted out.
- e. The 2012/2013 CFP to replace the Westwood Apartments roof is underway, but slightly behind due to inclement weather. Progress is at about 35% completed. The contractor is hoping for a June 7, 2014 completion date.
- f. Mrs. Venema updated the Board on the S8 Waitlist turnout; WHC had over 3,000 applicants apply for the Voucher program. She also announced that the WHC will be opening the Waitlist for the Public Housing Program on June 2 through June 26, 2014. This is not expected to be as demanding as the Section 8 Waitlist opening.
- g. Mrs. Venema requested a special meeting be scheduled for June 17, 2014 to discuss RFP for boiler inspections, GPNA & Energy Audit and possibly the remaining ACOP revisions.

Old Business

- a. None to discuss

New Business

- a. Approval of SEMAP Submission, Resolution 06-14. A motion was made by Commissioner Dressander and seconded by Commissioner Wade. All ayes.
- b. Approval of 2014 FSS Grant Application, Resolution 07-14. A motion was made by Commissioner Wade and seconded by Commissioner Dykstra. All ayes.
- c. Approval for 2014 CFP Grant, Resolution 08-14. A motion was made by Commissioner Wade and seconded by Commissioner Dressander. All ayes.
- d. The Board was informed that Amandalynn VanderMolen had attended NAHRO Homeownership Training in Grand Rapids on May 5 and 6, 2014.
- e. An e-training was held at the WHC for new regulation of Flat Rents, this was attended by Christine Roelofs and Kela Jensen.

Acknowledgement of Visitors

There were no visitors.

Commissioner Comments

Commissioner Dykstra stated staff is doing a good job.

Adjournment

The meeting was adjourned at 1:48 PM.

Barb VanDuren
Chair
Wyoming Housing Commission

Rebeca Venema
Board Secretary
Wyoming Housing Commission