

**WYOMING HOUSING COMMISSION MEETING**  
**2450 36<sup>TH</sup> ST SW**  
**HOUSING COMMUNITY ROOM**  
**TUESDAY, JUNE 15, 2010 @ 1:00 PM**  
**MINUTES**

**Call to Order**

A regular meeting of the Wyoming Housing Commission was held on June 15, 2010. Commissioner Gerald Snyder called the meeting to order at 1:00 PM.

**Roll Call**

Present: Gerald Snyder, Sally Karasiewicz, Delores Butts, Don Dykstra and Barb VanDuren.  
Also Present: Rebeca Geerling, Jack Sluiter, and Christine Roelofs.

**Approval of Minutes**

A motion was made by Commissioner Sally Karasiewicz and seconded by Commissioner Butts to approve the minutes of the regular meeting held on May 18, 2010. All ayes.

**Approval of Agenda**

No changes made to the proposed agenda. A motion was made by Commissioner Butts and seconded by Commission Karasiewicz to approve the 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 VanDuren and seconded by Commissioner Karasiewicz to approve the Public Housing and Section 8 bills for May 2010. All ayes.

The Commission reviewed the financial statements for May 2010.

**Report from Housing Director**

Rebeca Geerling introduced the new Administrative Aide, Christine Roelofs. Commissioner Karasiewicz asked if the Housing Commission was fully staffed now. Rebeca stated that we still had two positions to fill, the receptionist's position which is currently filled by a temp and the FSS coordinator's position. Rebeca asked for the Board's permission to proceed with filling these positions. After some discussion, the Board gave approval for Rebeca to proceed with posting the positions.

**Old Business**

Renovation of the offices was discussed. Commissioner Snyder said that he liked the needs analysis report. There was a discussion of the plans for the layout of the offices. Commissioner Snyder asked if the budget for the remodeling included new furniture.

Rebeca Geerling said, yes, it has been added to the Annual Plan. Rebeca stated that she is waiting for results of the Environmental Review and requested that they have a special meeting in July to approve the revised Annual Plan through resolution. A motion was made by Commissioner Karasiewicz and seconded by Commissioner Butts to allow Rebeca to proceed with changes or revisions to the Annual Plan to initiate renovations.

The Travel Policy was reviewed and discussed. Commissioner Karasiewicz referred to the policy where it reads “not more than the first class round trip airline”. Commissioner Snyder also noticed the clause in the policy and suggested some changes to the policy regarding first class travel to be changed to coach. Commissioner Karasiewicz suggested adding one meal allowance for one day trips, 250 miles and under.

The Agreement with the City was not discussed. This will be placed on the agenda for the next regular meeting.

### **New Business**

There was no new business.

### **Acknowledgement of Visitors**

### **Commissioner Comments**

All Commissioners welcomed Christine Roelofs to the staff. Commissioner Butts stated that she thinks Rebeca Geerling and the maintenance staff are doing well.

### **Adjournment**

The meeting was adjourned at 1:54 PM.

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Gerald Snyder  
Chair  
Wyoming Housing Commission

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Rebeca Geerling  
Board Secretary  
Wyoming Housing Commission