

**WYOMING HOUSING COMMISSION MEETING
2450 36TH ST SW
HOUSING COMMUNITY ROOM
TUESDAY, AUGUST 16, 2016 @ 1:00 PM
MINUTES**

Call to Order

A regular meeting of the Wyoming Housing Commission was held on August 16, 2016. Commissioner Bruce Robey called the meeting to order at 1:00PM.

Roll Call

Present: Bruce Robey, Don Dykstra and Pat Larabel.

Also Present: Rebeca Venema, Christine Roelofs and several tenants.

Approval of Minutes

A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra to approve the minutes of the regular meeting of May 17, 2016. All ayes.

Approval of Agenda

A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra 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 Larabel and seconded by Commissioner Dykstra to approve the Public Housing bills for May, June and July 2016. All ayes.

A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra to approve the Section 8 bills for May, June and July 2016. All ayes

Review of Financial Statements

The Commission reviewed the financial statements for March, April, May and June 2016, the cash flow budget for July 2016, the Investment Register and the CFP expenditures for 2014, 2015 and 2016.

Note: Ms. Venema informed the Board that Bank of America notified the WHC that they would no longer administer one of our accounts. These funds were moved to the Section 8 Administrative account.

Report from Housing Director

- a. The Board was given updated versions of the Administrative plan, the ACOP, grievance procedures and the Public Housing Lease. Because of the volume of material the Board will discuss the changes at the next scheduled Board meeting.
- b. The On-site review in June 2016 was in need of some clarification on number of units, which Ms. Venema addressed. The director was also informed that the WHC was under the old ACC, which meant the commission was not to allow contract extensions past the two year mark. The review also pointed out some housekeeping issues of individual residents that were corrected.
- c. The Westwood Remodel of the buildings front entrance and the 1st floor is anticipated to be complete by September. The punch list for the interior has been completed.

Old Business

None

New Business

- a. Approval of New Trash Contract, Resolution 13-16. A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra. All ayes.
- b. Approval of Janitorial contract, Resolution 14-16. A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra. All ayes.
- c. Approval of Internal Control, Cash Handling Policy Resolution 15-16. A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra. All ayes.
- d. Approval of 2016 Utility Allowance Schedule, Resolution 16-16. A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra. All ayes.

Acknowledgement of Visitors

There were approximately 5-7 tenants in attendance. Topics included cleaning, time frame of building entrance renovation, work order process and repair of entry door monitors.

Commissioner Comments

None

Adjournment

The meeting was adjourned at 2:00 PM.

Ronald Dressander
Vice Chair
Wyoming Housing Commission

Rebeca Venema
Board Secretary
Wyoming Housing Commission