

**WYOMING HOUSING COMMISSION MEETING  
2450 36<sup>TH</sup> ST SW  
HOUSING COMMUNITY ROOM  
TUESDAY, OCTOBER 18, 2016 @ 1:00 PM  
MINUTES**

**Call to Order**

A regular meeting of the Wyoming Housing Commission was held on October 18, 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, Jennifer Stowell 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 August 16, 2016. All ayes.

**Approval of Agenda**

A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra to approve the agenda with an added subject of Public Housing Updated Lease under Report from the Director. All ayes.

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

There were no public comments.

**Petitions and Communications**

Ms. Venema discussed the report from the HCV/NED Monitoring Review conducted in May 2016. No findings were reported, and overall there were only good comments listed.

**Public Housing/Section 8**

A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra to approve the Public Housing bills for August and September 2016. All ayes.

A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra to approve the Section 8 bills for August and September 2016. All ayes

**Review of Financial Statements**

The Commission reviewed the financial statements for July and August 2016, the cash flow budget for September 2016, the Investment Register and the CFP expenditures for 2014, 2015 and 2016.

**Report from Housing Director**

- a. Ms. Venema received a resignation from Wyoming Housing Commissioner Dressander due to relocation.

- b. WHC received a SEMAP score of 81, making the Commission a Standard Performer. Ms. Venema mentioned that she has disputed any “0” scores. First dispute was in reference to Fair Market Rents because the figures were entered incorrectly; secondly, she had questions regarding the calculation on the Agency’s lease up figures. At the time of this Board Meeting, she has not received a response to her disputes.
- c. The WHC also scored a 92 on the PHAS Report. However, the WHC is graded on a bi-yearly basis. So this score does not reflect on the Agency this year.
- d. The 2016 FSS Grant was approved for 2 positions to maintain its current FSS staff.
- e. The WHC had placed several items up for auction in the Municipality Auction held in July. Of the items sold, the WHC received approximately \$10,000 which went into the operating fund.
- f. The 2017 proposed Commission Meeting Schedule is as follows:
  - January 17, 2017
  - March 21, 2017
  - May 16, 2017
  - August 15, 2017
  - October 17, 2017
  - December 19, 2017
- g. Ms. Venema discussed the change order submitted for the Westwood Renovation project in which asphalt repairs were added, and new signage was approved.
- h. The 2017 Annual Plan was given to the Board for review. The Plan included a new format and the WHC addressed procedural changes in rent determination, grievance procedure, community service and the FSS program. The plan had been reviewed by the Resident Advisory Board on October 4, 2016 and approved. The RAB Members also had made comment of concerns regarding parking issues, generator and speed bumps.
- i. The Public Housing Grievance Procedure was provided to the Board for review; the procedure was revised to mirror the policy but in an easier to understand format, this document can be given directly to applicants and residents to clearly understand the procedures. The procedure will be placed on a 45 day public comment period.
- j. Added item: PH Lease update will also be added to the 30 day public comment period to address the additions; how a hearing officer is obtained and a wording change regarding late fees.
- k. Update on the August 2016 Tornado damages: there were approximately \$8,000.00 in damages not covered by insurance. Because of the length of time the generator was running, issues arose leaving the WHC to determine a new safety measure. Battery operated emergency lighting has been installed for safety at a

cost of approximately \$6000. 00, in comparison to \$25,000-30,000, to replace the generator to operate lighting.

**Old Business**

None

**New Business**

- a. Approval of 2016 Fair Market Rent and Payment Standards, Resolution 17-16. A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra. All ayes.
- b. Approval of Flat Rents and Utility Allowances for Public Housing, Resolution 18-16. A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra. All ayes.
- c. Approval to award snowplow contract to Jack's Lawn Care, Resolution 19-16. A motion was made by Commissioner Larabel and seconded by Commissioner Dykstra. All ayes.

**Acknowledgement of Visitors**

There were approximately 3-4 tenants in attendance. Topic discussed was regarding a wheelchair riser for side exit.

**Commissioner Comments**

None

**Adjournment**

The meeting was adjourned at 1:55 PM.

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Bruce Robey  
Vice Chair  
Wyoming Housing Commission

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Rebeca Venema  
Board Secretary  
Wyoming Housing Commission