



Lac du Flambeau

Chippewa
Housing
Authority

554 Chicog Street
P.O. Box 187
Lac du Flambeau, WI 54538

Ph: (715) 588-3348
Fax: (715) 588-7935

CHA Board of Commissioners
Board Meeting Minutes
Thursday, August 30, 2012

Present: Vince St. Germaine, Albany Potts, Jr., Wendy Diver, and Elmer Risingsun.
Absent: Charles "Gus" Theobald.

Others present: Marilyn Miller, Executive Director; Eric Lochen, Advisor; and Jenifer Thompson, Finance Office. Meeting called to order at 10:30 a.m.

1. **USDA Rural Development letter**, Aug 22, 2012, regarding exit interview on the findings of the 3-year review completed in August. Per CHA Attorney, meeting is set for September 13, 2012. To be reviewed is CHA policies and procedures for
 - a. Tenant Recertifications, calculations of rent details;
 - b. Building Inspections; and
 - c. Financial operations.
2. **CHA Cash Handling operations**: Albany motions to direct the ED to revise the CHA Cash Handling operations as needed. Motion second by Elmer, motion carried.
3. **CHA Personnel Policy**: Albany motions to amend Personnel Policy to state that CHA does not offer employee reimbursement for local mileage. Motion second by Elmer, motion carried.
4. **CHA staffing needs**: Elmer motions to accept the Director's report and to bring forth a plan for any staffing changes and to assure CHA continues to operate in a financially-responsible manner. Motion second by Albany; motion carried.

[Jenifer Thompson, CHA Finance Officer arrives.]

5. **CHA Budget**: Jenifer presents the proposed CHA budget and informs the board that takes about \$2.4M to operate CHA per year; however, CHA receives about \$1.5M from the HUD-IHBG. Therefore, to operate with a balanced budget and meet the operational needs of CHA's subsidiary housing projects, the board needs to fully examine the financial data and approve the budget with suggested rent increases.

The deadline for the budgets for Rural Development is October 1st. Also noted, Jenifer has been working with CHA Attorney to finalize Kiishkimaan project details so CHA can receive the final payment for development fees.

[Wendy excused and exits the meeting at 12:30 p.m.; quorum still present. Marilyn appointed Secretary Pro-tem.]

6. **Discussion on Veterans services**: Given the act by Congress, HR 3553, Tribal housing now waives Veteran's disability benefits from the calculation of income for NAHASDA purposes. Discussion moves to use of the Vet's building for housing services for veterans. Elmer submits a request for the Board's consideration for a modification to include housing services to tribal vets. Albany offers reminder of a previous board discussion to re-name the building in honor of a LDF tribal veteran.

7. **Discussion on CHA Crime Prevention efforts:** Elmer presented on behalf of the Vilas County – Tribal Concerns Committee. To save on costs, and share expenses with other interested parties for crime prevention efforts for youth and gang-prevention efforts, Elmer requests Board's consideration.

[Albany exits at 1:40 p.m.; no quorum present, discussion of budget continues.]

8. **Discussion on CHA budget, collections and "bad-debts".** Per Jenifer, CHA Financial Officer, the Tribal Council's recent action to define the tribe's distribution as "non-income" affects the CHA and HUD-NAHASDA tenants. Jenifer also reports that, in previous years, the Board would address the debts of tribal members who have passed on and by reviewing a list on a quarterly basis. The board agrees to table the budget issues and discussion until the next meeting (September 6, 2012).

[Jenifer Thompson excused and exits at 5 p.m.]

[Eric Lochen exits at 5:30 p.m.]

Albany returns to meeting at 5:35 p.m., quorum present.

9. **CHA Financial Policy:** The Executive Director informs the board that NAIHC issues Financial Policy recommendations for Tribal Housing. Elmer motions to direct Marilyn to draft new policy for the Board's review. Motion second by Albany and motion carried.
10. **CHA Procurement Policy:** Elmer motions to amend Procurement Policy to strike language requiring a second posting in a local newspaper. Currently, public notice includes posting on CHA's website until the bid closing date and a notice is provided in the local newspaper. Albany seconds, and motion carried.
11. **CHA Occupancy Policy:**
 - a. **Tenant Account Receivables (TARS) and Tenant Arrears:** Motion by Albany to direct Tenant Services to provide a list of the CHA tenants on a monthly basis, who have the largest amounts of accounts receivables and arrears, in order of the top ten; and further directs the staff to issue notice to each tenant on a regular monthly basis. Motion second by Elmer, motion carried.
 - b. **Tenant Recertifications Incentive:** Elmer makes the motion to authorize a tenant incentive of a \$30 gas-card for use at the Tribal gas station to facilitate timely completion of tenant recertifications, at estimated maximum cost of \$3000 per year, restricted to non-NAHASDA related funding. Eligibility for the incentive is defined as those who complete the process before the 60-days prior to the annual recertification deadline. Motion seconded by Albany, motion carried.

6:30 p.m. Meeting recessed until following Thursday, September 6, 2012.

Respectfully,



Marilyn Miller, Secretary Pro-tem.