



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

Chippewa Housing Authority

Board of Commissioners

Meeting Minutes

October 11, 2012

Meeting called to order at 3:45 p.m.

Roll Call: Present: Vince St. Germaine (Chairman), Albany Potts, Jr. (Vice-Chairman), Wendy Diver (Secretary/Treasurer), and Charles "Gus" Theobald. Elmer Risingsun (entered at 4:15 p.m.) Others present: Ruben Santiesteban (Tribal Council member), Marilyn Miller (Executive Director).

I. Chairman's Report:

- A. Board Chairman provided an overview of CHA's recent efforts, history, construction plans for 2013, and a review of CHA's Operations. In terms of addressing CHA Tenant complaints or grievances: the tenant **must** bring their issue or problem through proper channels including first notifying their Occupancy Specialist of a problem then, if not satisfied, to the following and in order: Supervisor, CHA Compliance Officer, Executive Director, and CHA Board.
- B. Discussion regarding specialty accounting services for CHA: Gus makes the motion to accept the contract for services by Hawkway CPA; Albany seconds; motion carried.
- C. Discussion regarding "Fall Clean-Up": Gus motions to initiate fall 2012 cleanup during Nov 1st week, and to contact the Tribe to ask for support. Motion second by Albany; motion carried.
- D. Discussion regarding Tenant Arrears: ideas offered included offering tenants if they pay 11 months on time, 12th month is on CHA. No action taken.
- E. Discussion regarding 6-month Policy for Zero-Income Tenants: While it is not the intent to evict CHA tenants for not having an income, but CHA requires zero-income tenants to show proof of efforts to find a job and or supportive services within six-months after notification of CHA's new policy. To facilitate access to more resources, the Occupancy Specialist job descriptions will be changed to include developing and sharing a list of local resources available to tribal members for economic support and following through on helping Tenants access resources. Also, CHA Tenants are to be encouraged to put in their application for the CHA job pool. The ED will follow through by implementing changes to the OS job descriptions and direct staff to issue notices.

II. Secretary Report: Minutes of October 4, 2012: Gus motions to accept the minutes as presented; Albany seconds; motion carried.

"Providing healthy, safe, and affordable housing."

III. Treasurer's Report: Monthly Financial reports of CHA general account and housing project reports. Gus motions to accept Treasurer's Report as presented; Elmer seconds; motion carried.

IV. Executive Director's Report:

- A. Training Request for ED to attend training in Denver on conducting the federally-mandated "Environmental Reviews" for building construction. Motion to approve request by Elmer; second by Albany; motion carried.

[Consultant, Cathee Vick, entered the meeting at 6:30 p.m.]

- B. The Board was updated regarding CHA's response to USDA Rural Development's 3-year Supervisory Review. CHA staff put in considerable extra time and effort in addressing the building and tenant issues in the report. Finance provided a response previously, but the final full response by CHA will be coordinated by Cathee Vick. The ED will review and submit the final version on Oct 15, 2012.
- C. HR issues: Progress reports on staffing issues and planned change to Finance Assistant to manage Tenant Account Receivables. Office Manager will assume duties for billing tenants and report tenants with arrears older than 3 months.

V. Managers Reports: Elmer motions to accept the reports by the CHA managers; second by Albany; motion carried.

VI. Old Business: CHA LP Gas Bids, only one received for second attempt. Elmer motioned to authorize the repost; Albany seconds the motion; motion carried.

VII. New Business:

- A. CHA Veteran's Building: Elmer presented on the recent discussions with LCO College and LOTC administration regarding enhancing the current building. Albany motions to accept Elmer's report and authorize further development; Gus seconds; motion carried.
- B. New Construction: The Board discusses and considers new names for the CHA's new construction project development and road. By consensus, the Board decides to offer a contest to Tribal Elders to provide suggestions.

8:30 p.m. Adjournment

Respectfully submitted



Wendy Diver, CHA Board Secretary/Treasurer