



Lac du Flambeau

Chippewa  
Housing  
Authority

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## Chippewa Housing Authority

### Board Meeting Minutes

October 25, 2012

Meeting called to order at 5:48 p.m. by Board Chairman, Vince St. Germaine.

Present: Vince St. Germaine (President), Albany Potts, Jr. (Vice-Chairman), Wendy Diver (Secretary/Treasurer), Elmer RisingSun and Charles "Gus" Theobald. Others present, Marilyn Miller (ED).

#### Chairman's Report:

1. **LP Gas Bids:** bids reviewed and determined to be sealed/unopened by Wendy and Elmer. The latest bid notice with deadline of October 19, 2012 finds only one bid received. Discussion: Consideration to inform HUD of lack of competitive response. No action taken by the board.
2. **Procurement Policy:** Albany motions to change the CHA Financial Procurement Policy and align with HUD rules that provides for competitive bidding process to start at the level if amount of expenditure is \$100,000 or more. Motion second by Elmer, motion carried.
3. **CHA LP Tanks:** The board requests a listing of the tanks for LP Gas for all of CHA units, to be provided at the next meeting.
4. **Eviction process:** The CHA ED will prepare a list of concerns to forward to the Tribe.

#### Secretary/Treasurer's Report:

1. Elmer motions to approve the minutes of Oct. 11, 2012. Motion second by Albany, motion carried.

**Executive Director's Report:** The Executive Director provided a verbal report on daily operations of CHA and upcoming training sessions and site-visits. The official response was submitted to USDA Rural Development on October 15, 2012.

**New Construction:** Elmer motions to approve the contract with Coleman Engineering for \$3800 in preparation for the new project. Windy seconds the motion, motion carried.

**CHA Tenant Rent Incentive Policy:** Gus motions to direct the ED to conduct a cost-benefit analysis on offering a tenant incentive: **"If the CHA tenants pay their rent on time for 11 months, the 12<sup>th</sup> month is on CHA."** Motion second by Albany, motion carried.

#### New Business: Training:

1. Albany motions to authorize the following CHA representatives to attend the Drug Abatement seminar in Albq. Nov 13 – 16: DW (Admissions), and board members: WD and ER. Motion second by Wendy, motion carried.
2. Elmer motions to authorize representatives to attend the NAIHC Legal Symposium in December 10-14, 2012 (MM, ER, and WD). Motion second by Albany, motion carried.

**9:21 p.m. Adjournment:** Elmer motions to adjourn, Albany seconds. Motion carried.

Respectfully,

Wendy Diver, BOC Secretary/Treasurer

"Providing healthy, safe, and affordable housing."