



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of January 12, 2016

Roll Call: Dunaiski, Harris, Slater, Tribby & Executive Director Shaff

1. **Welcome and Introductions:**

Meeting was called to order by Dunaiski at 7:37 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of the December 15, 2015 meeting was made by Slater and seconded by Harris. Motion Carried.

3. **Public Housing/Section 8 Voucher Update:**

Four Public Housing Applications were received between December 1 and December 31, 2015. There are 35 applications on file. There are 20 applications with Carlton County one bedroom preference and four with Carlton County two bedroom preference. There are no vacant units. Five recertification's were completed and there were no interim recertifications.

The HCV/Section 8 program received 21 applications during this same time period. There are 179 applications on file. Eight recertifications were completed. Six interim recertifications and 12 inspections were completed. There are currently 119 vouchers in use.

4. **Resident Board Member:** Harris – Reported on the tobacco meeting that was held on December. About 35 residents were present. Pat McKone from the American Lung Association, and Darlene Huang - Staff Attorney from the Tobacco Control Legal Consortium at the Public Health Law Center were present to discuss the laws concerning the use of tobacco in public housing and implementation of the Cloquet Housing Authority's tobacco enforcement policy.

5. **Executive Director:**

- a. Shaff reported that the City of Cloquet has been notified of the board vacancy and follow up phone calls have been made to those individuals that were referred. There has been to response.
- b. Shaff presented the board with a spread sheet detailing the projected vacancies in the next 60 days. The January waiting list has been completely vetted and individuals without preference points are now being contacted.

Phone: 218.879.3353 Fax: 218.879.1437

Email: cloquethra2@qwestoffice.net

c. Shaff discussed the housing authority's "Stop Payment Policy" on checks. Section 8 /HCV landlords are reporting that they are not receiving their check within a reasonable amount of time and asking the housing authority to reissue their checks. Shaff recommended the following steps be used:

- i. Landlord reports to the Housing Authority in writing that their HAP check has not been received.
- ii. Housing Authority will stop payment on the check ten days after the check was written.
- iii. Housing Authority will reissue new check in the next check printing cycle – mid month/end of month.

6. **Approval of Financial Report:**

A motion was made by Slater and seconded by Harris to approve payment of Public Housing December Checks #11776-11823 and HCV/Section 8 Checks #3510-3575. Motion Carried.

7. **Old Business**

- a. Shaff updated the board on the purchase agreement offered to St. Paul's Lutheran Church. The Church's land committee took no further action on the Housing Authority's offer. It will be taken up by the church again in February.
- b. The proposed RFP seeking a developer for a 36 unit affordable multi-family housing development was initially e-mailed to 10 potential developers. An additional 3 developers have asked for copies. The proposals are due on Friday – January 29th.
- c. Shaff reported that there has been no further activity on the POHP grant. The Carlton Housing Authority is waiting to receive a separate bid on the replacement of the ceiling tile in the common areas due to the asbestos that was found in them.
- d. Tobacco Policy Implementation: Shaff reported that residents were provided an opportunity to provide written comment. None have been received. Resident's will be asked to sign a lease addendum in January when they pick up their Certification of Rent Paid.

8. **New Business**

- a. Shaff reported that ACCRA had notified her that they intended to withdraw their assisted living services on February 15th. Shaff negotiated that date and residents receiving their services were notified on January 4th that their services would be discontinued on February 29th. This decision will affect about 5-6 tenants. Shaff contacted seven other agencies to determine if any were interested. None of them were interested in providing 24 hour care – but all were interested in providing services individually on a daily basis. Carlton County Human Services have been made aware of the situation. It may be necessary to relocate these tenants.
- b. Shaff discussed the current design of the Tobacco Shelter. According to State Law it does not meet the legal specifications stated by MN Statute. State law states that it must be 50% open. This means that the existing shelter will need to be redesigned to meet this requirement.
- c. Shaff discussed the Bridges Award. The Cloquet Housing Authority has been awarded \$110,000 to implement the "Bridges Rental Assistance Program" that provides temporary financial assistance for people with very low incomes and a serious mental illness, seeking

housing while they wait for a Housing Choice Voucher or another rental subsidy. A motion to approve the award was made by Tribby and seconded by Harris. Motion Carried. See Resolution 16-11-278. Implementation of the program will begin February 1, 2016.

A motion to adjourn was made by Harris and seconded by Slater at 8:47 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date