



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**
950 14th Street - Cloquet, MN 55720

**Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of January 13, 2015**

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

1. Welcome and Introductions:

Meeting was called to order by Dunaiski at 7:40 AM.

2. Approval of Minutes:

A motion to approve the minutes of the December 9, 2014 meeting was made by Slater and seconded by Harris. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

Two Public Housing Applications were received between December 1 and December 31, 2014. There are 45 applications on file. There are 36 applications with Carlton County one bedroom preference and three with Carlton County two bedroom preference. There are no vacant units. Four recertifications were completed and there was one interim recertification.

The HCV/Section 8 program received 12 applications during this same time period. There are 103 applications on file. Eight recertifications were completed. Seven interim recertifications and eight inspections were completed. There are currently 109 vouchers in use.

4. Resident Board Member – Harris discussed the on-going problem with tenants smoking in their apartments. Harris stated that a tenant near her received a written warning and the situation has improved.

5. Executive Director:

Shaff reported that Mr. Foster continues to paint the trim in the hallways. It really looks great.

Shaff discussed Ted and Cindy's tentative retirement plans.

Shaff discussed the need to increase the number of hours Bob is scheduled to work. His program (HCV/S8) continues to grow and has increased by 12% since last year at this time. It is anticipated that the program will grow another 8% by May 1, 2015.

Shaff indicated that the number of smokers in the building is now greater than ever before.

6. Approval of Financial Report: A motion was made by Slater and seconded by Harris to approve payment of Public Housing December Checks #11364 – 11402, January Checks #11403-11432. Motion Carried. A motion was made by Slater and seconded by Raun to approve the December HCV/Section 8 Checks #2714-2777 and January checks 2278-2843. Motion carried.

7. Old Business

- a. Shaff reported that the date of the POHP award was changed to late February.
- b. The Commissioners provided comment on the Strategic Planning session that was held in late January. The response from those in attendance was positive and encouraging.
- c. A motion to approve the Housing Authority's 2015 Strategic Plan was made by Slater and seconded by Raun with one correction – Goal 3 should read by 2015 not 2009. Motion carried.
- d. The proposed Bylaws were discussed. The board directed Shaff to discuss "indemnification" with Barb Sanderson.
- e. Shaff reviewed the Housing Institute Team and the workshop they attended in Brainerd at the end of January.
- f. Shaff distributed a mock-up of the web-site that is being developed. The goal is have it go live in March.
- g. The 2014 Audit was reviewed. There were not findings. A motion to approve the Audit was made by Raun and seconded by Harris. Motion carried.

8. New Business

- a. A motion was made by Slater and second by Harris to approve the Pay Equity Report that must be filed with Minnesota Management and Budget every three years. Motion carried

A motion to adjourn the meeting was made by Slater and seconded by Harris at 8:30 AM.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date