



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of March 9, 2021

***Meeting was held virtually**

Roll Call: Bjorklund, Carlson, Dunaiski, Harris, Slater, and Executive Director Shaff.

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:39 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of February 9, 2021 was made by Carlson and seconded by Harris. Motion Carried.

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

- a. As of February 28, 2021 there were a total of 61 public housing applications on file. Thirty-eight have Carlton County Preference. Forty-six families are seeking a 1BR unit. Five public housing applications were received. There were no notices of intent to vacate. There were no new units leased-up. Seven annual recertification's were completed and four interim recertification. There were no move outs. There are no vacant units.
- b. There are 78 Section 8/HCV applications on file. Twenty-eight have a Carlton County preference. Three interim recertifications were completed and 11 annual recertifications. There was one .move out and no move-ins No inspections were completed (Covid-19). There are 103 vouchers in use. There were three Bridges applications received and nine applications on file. There are seven Bridges certificates in use. There was one move in and one move out

4. **Resident Board Member:** Harris reported that nine residents were vaccinated in the Fireside Room. It was very convenient.

5. **ED Report** – Shaff provided an updated Covid-19 report. The building continues to be sanitized three times each day.

Carlson discussed a program called Spread Hope, Not COVID – Skills for Psychological Recovery that is being supported by Carlton County PHHS with CARES funding and provided by HDC. The program is available to everyone and is free of charge.

6. **Approval of Financial Reports:** A motion to approve the February PH Checks #14031-14066 HCV Checks #8313-8372, Bridges Checks #10505-10512 and Management Fee Checks – none was made by Dunaiski and seconded by Bjorklund. Motion Carried.

7. **Unfinished Business:**

- a. The additional CARES funding for Section 8/HCV was discussed. An additional \$16,020 has been provided and can be utilized by the housing authority anyway it believes would be the most beneficial to the program. A proposal was made by Bob N. the Section 8

Coordinator to utilize the funds to support administrative wages and benefits. The board asked that other improvements such as improved technology ie: zoom, licenses, kiosks, soft/hardware, the cost to go paperless, as well as a housing study be considered and asked for a comparison of costs.

- b. A motion to remove unit 228 from the public housing inventory for use by the maintenance technician was made by Dunaiski and seconded Carlson. Motion Carried.
- c. Shaff announced that POHP Technical Assistance will be provided on March 16, 2021. This is an opportunity to review the initial objectives of each housing authority's application.

8. New Business:

- a. Shaff reported that the third application for Bridges was being prepared for submission to MN Housing. This program fills the gap between being homeless and eligible for the Section 8/HCV program. Participants must have a SMI (severe mental illness) and are homeless or at risk of becoming homeless. The program is similar to the Section 8 program. Participants apply to the Section 8 program and Bridges at the same time. When the tenants name comes to the top of the Section 8 waiting list they transition from Bridges to Section 8. The local Bridges is comprised of representatives from Carlton County PHHS, HDC and the housing authority.
- b. A motion to replace all of the refrigerators in the building over 15 years of age was made by Bjorklund and seconded by Dunaiski. Approximately 45 refrigerators will be replaced this year utilizing approved procurement procedures.
- c. A motion to approve Capital Fund Program in the amount of \$143,695 was made by Dunaiski and seconded by Carlson. Motion Carried. Resolution #21-03-303. Roll call vote taken.

9. Adjournment

A motion to adjourn was made by Harris and seconded by Dunaiski at 8:25am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date