



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of April 14, 2020

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

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:32 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of March 10, 2020 was made by Bjorklund and seconded by Carlson. Motion Carried.

A motion to approve the minutes of March 17, 2020 was made by Bjorklund and seconded by Carlson. Motion Carried.

A motion to approve the minutes of March 24, 2020 was made by Carlson and seconded by Bjorklund. Motion Carried.

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

a. There are a total of 80 public housing applications on file as of March 30, 2020. Sixty-eight have a Carlton County preference. No public housing applications were received. There was one notice of intent to vacate. There was one unit leased-up. Five recertifications were completed and three interim recertifications. There were no move outs. There are two vacant units.

b. There are 198 Section 8/HCV applications on file. One hundred and twenty-two have Carlton County preference. Eight interim recertifications were completed and five annual recertifications. Six inspections were completed. There are 95 vouchers in use. There are six Bridges certificates in use.

4. **Resident Board Member:** None

5. **ED Report:** COVID-19 Response

a. Shaff reported on the food donations received from the Cloquet Schools Back Pack program, brown bag lunches from the school daily lunch program and the 100 Bags of groceries received from B&B Markets food train.

b. Carolyn Watson, a tenant and Cindy Fliginger, office manager sewed and donated several masks for the tenants use in the building.

c. Shaff also discussed a tenants request that the housing authority wash the walls and clean the carpet in her unit. The tenant believes that her that her health has been compromised by the use of tobacco, etc. by her neighbor. The board concurred that this was not a

reasonable accommodation. Shaff offered the tenant an opportunity to move to another unit with a deadline.

- 6. **Approval of March Financial Report:** A motion to approve the PH March Checks #13622-13655 13535-13621, HCV March Checks # 7625-7682, Bridges March Checks #10442-10466 and Management Fee Checks #5007-5008, was made by Bjorklund and seconded by Carlson. Motion Carried.
- 7. **Unfinished Business:**
 - a. **COVID 19 -** Shaff discussed that additional administrative dollars that were being made available to the S8/HCV program to support landlords and other unforeseen expenses related to COVID. HUD just released PIH Notice 20-05 outlining waivers that a housing authority may adopt to better deal with COVID. The waivers will be reviewed at the next board meeting. Shaff also discussed the weekly teleconferences she has participated in – HUD, MN NAHRO, MN Homeless Coalition and the North East Continuum of Care – all are very informative and helpful.
 - b. **Employee hours, insurance and benefits** were also discussed. The Public Housing Specialist is being encouraged to apply for unemployment benefits beginning April 16th. To prevent reducing the Section 8/HCV Coordinator hours due to limited activity, the position will be split with the Public Housing Authority and the Section 8/HCV Coordinator will assist with Public Housing interims and recertifications. The Office Manager’s pension will be secured by being paid for 21 hours per week, but is encouraged to apply for unemployment benefits.
- 8. **New Business:**
 - a. **Approval of the CFP 2020 Resolution** was moved to the May meeting.
 - b. **The proposal and contract for the 2020 Audit services** to be completed by Niewedde and Wiens was discussed and signed.

9. **Adjournment**

A motion to adjourn was made by Carlson and seconded by Bjorklund at 8:20 am.

Cynthia Slater, Chair

Date

XXXXXXXXXXXXXX, Secretary

Date

****The re-scheduled annual meeting did not take place. The meeting will be held on May 12, 2020.**