



## **CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY**

950 14<sup>th</sup> Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of May 19, 2020

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

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:38 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of April 14, 2020 was made by Carlson and seconded by Bjorklund. Motion Carried.

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

- a. There are a total of 83 public housing applications on file as of April 30, 2020. Seventy have a Carlton County preference. No public housing applications were received. There was one notice of intent to vacate. There were two units leased-up. Six recertifications were completed and three interim recertifications. There was one move out. There are three vacant units.
- b. There are 194 Section 8/HCV applications on file. One hundred and eighteen have a Carlton County preference. Nine interim recertifications were completed and three annual recertifications. No inspections were completed (Covid-19). 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 provided an update on White Pine Apartments. The financials look good and there are no vacancies. There were some issues with gas fire places being used by the residents – this matter has been addressed and is not allowed.
- b. The MN NAHRO Conference will be held virtually – May 20-23<sup>rd</sup>. The office will be partially closed for three days for staff training.
- c. Shaff discussed a personnel matter.

6. **Approval of April Financial Report:** A motion to approve the PH April Checks #13656-13688, HCV April Checks #7683-7735, Bridges April Checks #10447-10451 and April Management Fee – no checks written, was made by Carlson and seconded by Dunaiski. Motion Carried.

7. **Unfinished Business:**

- \*A1. At the beginning of the meeting Chairman Slater discussed conversations she had with a resident regarding the potential abatement of her unit as a result of the alleged use illegal drugs in an adjacent unit. The tenant reached out to her for guidance and support.

**A2. COVID 19 - Shaff discussed that additional administrative dollars have been provided to public housing and the S8/HCV program to support landlords and other unforeseen expenses related to COVID. Public housing will receive the equivalent of two months of operating expenses – roughly \$11,000 and the Section 8 program will receive an additional two months of administrative dollars - \$11,000.**

**A3. PIH Notice 20-05 Shaff reviewed with the board the possible waivers that HUD had made available to housing authorities. Shaff recommended the utilization of several (see handout). A motion to approve the waivers recommended by the staff was made by Carlson and seconded by Dunaiski. Motion Carried.**

**A4. Shaff discussed the ongoing and weekly teleconferences scheduled by MN NAHRO, NAHRO, PHADA, MN Homeless Coalition regarding all things related to Covid 19- ie: Tenant safety, employees, security, sanitation, waivers, best practices, etc.**

**8. New Business:**

- a. Resolution #20-05-301 CFP 2020 was made by Carlson and seconded by Dunaiski. Motion carried.**
- b. Shaff reported on the 2020 Capital Fund Public Hearing that was held on May 4, 2020, There was no one in attendance.**
- c. Shaff discussed plans for a return to work policy she is writing and will be available at next month's meeting for review.**

**9. Adjournment**

**A motion to adjourn was made by Bjorklund seconded by Dunaiski at 9:13 am.**

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**Cynthia Slater, Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Brenda Carlson, Secretary**

\_\_\_\_\_  
**Date**