



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting

Minutes of July 12, 2022 *Meeting was at the MN Career Force Center

Roll Call: Commissioners: Bjorklund, Carlson, Slater, Executive Director Shaff.

1. Welcome and Introductions:

The meeting was called to order by Chairman Slater at 7:45AM.

2. Approval of Minutes:

A motion to approve the minutes of June 14, 2022, was made by Carlson and seconded by Bjorklund. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

- a. As of June 31, 2022, there were a total of 175 public housing applications on file. Ninety-nine have Carlton County preference. 142 families are seeking a 1BR unit. Thirty-three families are seeking a 2 BR unit. One of these applications is a veteran. Seventeen applications were received. There were two Notices of Intent to Vacate. There were two units leased-up. Seven annual recertifications were completed and two interim recertifications. There were two move-outs. There is one vacant unit.

There are 338 Section 8/HCV applications on file. Sixteen applications were received, one interim recertification and eight annual recertifications were completed. There were two move-outs and one move-in. Four inspections were completed. There are ninety-eight vouchers in use. There are no port-ins and one port-out. No Bridges applications were received and there are eleven applications on file. There are four Bridges certificates in use. There was no move-ins and no move- outs.

4. Resident Board Member – None

5. ED Report:

- a. Shaff reported that she had decided not to pursue the ROSS grant. At this time there is too much other work activity that must be completed
- b. There were no updates on the 14th Street Project. Progress seems to be made.
- c. Shaff reported that ballots for the nomination of a new resident board member had been delivered to each resident. There were three nominations. One resident indicated that they were not interested. The other two nominations will be turned over to the city for consideration and appointment.
- d. Shaff reported that Kevin DeVriendt – Auditor/Treasurer from Carlton County had contacted the housing authority to discuss a PILOT and levy. DeVriendt was interested in learning more about each of them, how they are determined, where is the statute?

6. **Approval of Financial Reports:** A motion to approve the PH June #14589-14618 HCV Checks #9227-9272, Bridges #10593-10596, Management Fund Checks - none, was made by Carlson and seconded by Bjorklund. Motion carried.
7. **Unfinished Business:**
 - a. **The Paid Time Off policy that approved in June 2022 was revisited. Shaff requested a clarification of the policy. Prior to June employees were provided one day of PTO. The board approved 40 hours in June – is this in addition to the eight or was it 40 hours total? The board defined PTO as 48 hours total per year commencing on the first of every year and prorated for a new employee.**
 - b. **The Significant Amendment that the board approved in June was not accepted by HUD even though it had been previously accepted. Shaff revised it and has submitted it again to HUD for review. It will be submitted to the board for approval in August.**
8. **New Business:**
None
9. **CLOSED SESSION**
 - A. **Theft and Anti-Fraud Policy**
10. **Adjournment:**
A motion to adjourn was made by Carlson and seconded by Bjorklund at 8:27 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date