



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**
950 14TH STREET, CLOQUET MN 55720



Cloquet/Carlton Housing & Redevelopment Authority Commissioner's Meeting Minutes on Tuesday, March 12, 2024 @ 7:30 a.m.

HRA Board of Commissioners

Commissioners Present: Chair - Slater, Vice Chair – Bjorklund, Dunaiski, Olson, Vanderjagt.

Commissioners Absent: No one, all commissioners were present today.

Quorum present? Yes, all current five members were present today.

Staff Present

Cloquet/Carlton HRA Executive Director: Trisha O.

Cloquet/Carlton HRA Housing Choice Voucher Coordinator: Charity O.

Others in attendance

Community Members/Residents: Wayne Phelps

Proceedings: Meeting was called to order by Chair, Slater at 7:51 a.m.

Agenda

Welcome & Introductions

The commissioner's board welcomed new Board Member Shari Olson and new maintenance worker Jesse.

Approval of February 2024 Meeting Minutes

Slater made a motion to approve February's meeting minutes.

Bjorklund made the motion to approve the minutes after name change was corrected.

Dunaiski made the second motion.

*The Motion is carried.

February's meeting minutes were amended and approved.

Public Housing Update

1. As of February 29th, 2024, there were 6 new applications received this month, a total of 298 public housing applications on file. 251 households/families are seeking a 1BR unit. 141 that have Carlton County preference, including 3 veterans. 47 households/ families are seeking a 2 BR unit. 27 have Carlton County preference, none of them are veterans. There was no one interviewed. There were no notices of Intent to Vacate. There are three vacant units, 23, 215, 327. There were no new units leased-up or moved into. Five annual recertification's were completed and no interim recertifications. There were no move-outs. One Flat-rent Update was completed. One transfer to a new unit, 23 to 337. No evictions.

Section 8 / Housing Choice Voucher Update

1. As of February 29th, 2024, there were 12 new applications received this month. 346 Section 8/HCV applications on file. 10 outstanding vouchers. There are 105 vouchers in use. 2 Move-Ins. 2 Move-Outs. 0 transfers. 4 Annual Recertifications completed. 6 Interim recertifications were completed. 6 Inspections were completed. No port-ins and no port-outs.

Phone: 218-879-3353 Fax 218-879-1437

www.cloquetcarltonhra.org

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority.



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Resident Board Member

1. Vanderjadt presented that the solar light in the smoke shack is working well.

Executive Director's (ED) Report

1. Full-time maintenance worker, Jesse, has begun employment with CCHRA.
2. POHP update weekly meetings Carlton in bid process, will be closing on 3/25/24. Cloquet in application process, application submitted and waiting for approval.
3. Administration Plan (Admin Plan) & Admissions and Continued Occupancy Policy (ACOP) Toolkit review with Nan McKay now in compliance and needs board approval.
-A copy will be sent to the Board Commissioners through a zip file with all the corrections and new Housing Opportunity Through Modernization Act of 2016 (HOTMA) criteria added in for them to review and approve so that the Admin Plan can be put into place and start being used this year.

Approval of Financial Reports

January and February 2024 – Financials presented by Trisha O, were provided, reviewed, and discussed by all the board commissioners. Board Commissioners requested financials from accounting to be brought to the next board meeting as well, as they wanted to see more detailed information regarding the financials.

-Bjorklund made a motion to approve the financials provided today.

-Dunaiski made a motion to second that.

-Motion was approved

Unfinished Business

-On Call Policy (nothing in employee handbook or job description) – Osborn asked other HRA agencies how they address on-call situations and first hour is base pay, that includes the time they leave their home, until the time they return home.

-Bamboo (HR) – discussion was had about what it would take to get Bamboo running. Bjorklund stated that we need a policy written on Bamboo and then just need everyone's balances.

Annual Meeting – still needs to be scheduled and held for 2024.

New Business

-VC3 IT - Onboarding is now 100% complete.

-Lindsey software - update and training in process – Lindsey update and training will be on 4/11/24. Lindsey will be moving into the cloud on 4/12/24.

Adjournment of open meeting

-8:19 a.m.

Special/Closed Meeting

-Special or Closed Meeting began at 8:19 a.m.

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Wage Study -

ADJOURNMENT

Cynthia Slater

4-16-24

Stephanus Bjorklund

4-16-24

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