

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Grundy County Public Housing Agency</u> PHA Code: <u>MO196</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>682</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. N/A THIS YEAR				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: N/A this year				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. N/A this year				
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <u>Staffing & Budget</u> has been revised to combine the HA Specialist duties into the HA Director, Coordinator and Inspector duties and classify what positions are considered "indirect" vs. "direct" <u>Definition of Family</u> has an elaborated description of who can make up a family, no rotational members, and consistent reporting of composition. <u>Grounds for Denial of Admission</u> includes specific language on behaviors of applicants (oral or physical) that are directed toward staff. <u>Briefings</u> now include group briefing processes and procedures regarding letters with date/time/location and response to no call, no show clients. <u>Lead Based Paint – Children Under 6</u> added language to protect PHA. States that if findings of lead in blood of resident children, PHA would pay for assessment but landlord would be responsible for the clean-up costs. <u>Utility Allowance</u> language to state that allowances would be based on information on the Request for Tenancy unless that form was incorrect or bedrooms were not set up to reflect the same (lack of 1 bedroom units but several 1 bedroom vouchers). <u>Repayment Agreement</u> was modified to include exact procedures, i.e. Down Payment Requirement, Payment Thresholds, Execution of the Agreement, Due Dates and Non-Payments</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Main administrative office of the Grundy County Public Housing Agency, 1506 Oklahoma Ave., Trenton, MO 64683; Agency website at http://www.gchca.org/section8.php</p>				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> N/A				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. N/A				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. N/A				

8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>In the Spring of 2011, Green Hills Community Action Agency’s Communication and Resource Department completed a Community Needs Assessment. On that assessment, Housing was in the top 3 categories of need:</p> <ol style="list-style-type: none"> 1. Cost of rent / house payment (20%) - needs emergency housing, emergency payment programs in order to keep up on payments 2. Cost of utilities / rent deposits (17%) 3. Home repairs, cost, need for, etc. (12%) – median age of housing in our area is 30 – 40 years 4. Lack of affordable housing / housing not available (12%) – overcrowding, homelessness, emergency housing

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Grundy County PHA will be diligent in offering vouchers off the waiting list in hopes of alleviating cost of rent. PHA will continue to monitor rent reasonableness and comparability.</p> <p>PHA will continue to refer applicants / tenants to the Community Action Agency’s LIHEAP Dept. for assistance as well as encourage participation in energy workshops and cost cutting measures.</p> <p>PHA will continue to encourage and enforce HQS repairs and upkeep while maintaining a database of housing unit pictures to observe for year-to-year preservation. PHA will continue to encourage decent, safe and sanitary housekeeping practices to retain tenants and to protect units.</p> <p>PHA will continue to encourage, and provide requested documentation, to developers who are interested in building new units or rehabbing existing units in our jurisdiction.</p>
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10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>PHA has substantially improved the existing HCV leased units by being persistent with landlords on repairs, tenants with housekeeping duties and following thru with re-inspections. This was done due to having a certified HQS inspector on staff and the dedication and follow-up on job duties. Results of this activity generated interest from landlords who had previously declined to participate and actually formed a contract with 3 of those interested. Better housing units came available and were able to be leased with HCV thru communication with all HA staff.</p> <p>Leasing has improved and all other SEMAP indicators have been met thru the determination of the HA staff.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Substantial Deviation from the 5-Year Plan</p> <p>The Grundy County Public Housing Agency (HA) will amend or modify its 5-year Agency plan upon the occurrence of any of the following events during the term of an approved plan:</p> <ol style="list-style-type: none"> a. A federal statutory or regulatory change is made effective and, in the opinion of the HA, has either substantial programmatic or financial effects on the programs administered by the HA, or creates substantial obligations or administrative burdens beyond the programs under administration at the start of the Plan year. b. Any other event that the HA’s Board determines to be a significant amendment or modification of the approved annual plan. <p>Significant Amendment or Modification to the Annual Plan</p> <p>The Grundy County Public Housing Agency (HA) will amend or modify its Annual Agency plan upon the occurrence of any of the following events during the term of an approved plan:</p> <ol style="list-style-type: none"> a. A federal statutory or regulatory change is made effective and, in the opinion of the HA, has either substantial programmatic or financial effects on the programs administered by the HA, or creates substantial obligations or administrative burdens beyond the programs under administration at the start of the Plan year. b. Any other event that the HA’s Board determines to be a significant amendment or modification of the approved annual plan.
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none">(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.(g) Challenged Elements(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

GREEN HILLS COMMUNITY ACTION AGENCY
PUBLIC HOUSING AGENCY/RESIDENT ADVISORY COMMITTEE

MEETING MINUTES OF JUNE 14, 2011

CALL TO ORDER/ROLL CALL

Chair Joe Brinser called the meeting to order at 6:00 p.m. and conducted roll call. Those present included members Peggy Ward, Gerald Owings, Karen LeFaver, Gerald McBayer (by phone), Wilson Majee and Leon Hicks (resident member). A quorum was declared. Also present was Scott Long, Executive Director, Sandi Williams, Deputy Director, Nate Foster, Housing Management Director, Debbie Dinsmore, Housing Assistance Director, Christie Taylor, Housing Assistance Coordinator, Patrice Robertson, Housing Assistance Inspector, and Jean Gardner (a member of the public)

APPROVAL of 5/17/2011 MINUTES

The committee reviewed and approved the minutes of the May 17, 2011 meeting. Motion to approve was made by Leon (a resident member), with Wilson, seconding. The motion carried.

APPROVAL OF EXTENDING THE FREEZE ON UTILITY ALLOWANCES THRU FISCAL YEAR END/SURVEY UPDATE/EFFECTIVE DATE CHANGE

Debbie Dinsmore began the discussion by explaining the utility allowance chart, which is effective July 2, 2011, that every August we send a survey to utility companies in the nine county area. Her recommendation was held regarding freezing utility allowances through fiscal year end, which is September 30th, 2011. Motion to approve was made by Gerald Owings, with Karen seconding. The motion carried.

APPROVAL OF LOWERING THE MINIMUM RENT FROM \$50 TO \$25, BEGINNING OCTOBER 1, 2011

Debbie Dinsmore began by explaining minimum rent paid by tenants is set at \$50 per month. We could lower that amount to \$25, which in turn would help tenants out financially. Discussion was held and a motion was made by Leon to lower minimum rent to \$25 beginning October 1, 2011, with Wilson, seconding. The motion carried.

EXPLANATION AND CONSIDERATION OF MOVING FY 2012 PUBLISHED FAIR MARKET RENTS TO A 110% LEVEL FOR PAYMENT STANDARDS

Debbie began discussion by explaining the fair market rents in the different counties, Caldwell County being our only metro county, which sets at 90% currently. Discussion was held and board decided to take no action at this time.

BUDGET UPDATES

Debbie Dinsmore explained that a webcast from HUD regarding Admin funding was made available June 6, 2011 and she will be viewing this when time allows to gain a clearer understanding of the budget information being made available by HUD. She invited PHA board members to also view webcast, she would make available the website needed to access information. She explained that her understanding of the overages paid in calendar year 2010 will be taken out in the future 2011 payments. Joe Brinser asked how this happened, how did PHA get overages?

Debbie responded by explaining the admin money paid to PHA is based on leased up units, when HUD reconciles their records, we either get an overage or reduced payment. The port admin fees are a little more than PHA expected. In regard to question of giving back part of the Grundy County PHA's vouchers – no longer able to do that, the program is divested back as a whole or not at all, according to Julie Tudor, HUD Revitalization Specialist.

Discussion was held on options for PHA at this time, they are: PHA can be made a stand-alone entity, out on its own, a separate and apart entity from GHCAA; another agency can take it over and administer program; or program can stay at GHCAA.

Scott asked what would specifically happen if a county pulled out? Debbie responded by explaining that we could not deny assistance. All counties would be served by PHA, if any elected official from that county wanted to participate on the PHA board, they would not be denied consideration.

Discussion was then held regarding unit months sheet, which was available for all present to view.

Debbie explained that number of units leased is up and the restricted/unrestricted monies available to PHA. Peggy asked what PHA had in the bank in regard to admin money at this point. Debbie responded that currently the balance was \$21,085 that we had not cut into reserves during the past month due to cost savings measures already taken by PHA.

Joe Brinser responded by stating that is about a month's worth of expenses left in the bank.

Scott explained that in regard to newer phone system, PHA paid more than they should have, due to the cost allocation system in place at agency. That a new system for allocations, which would be more equitable was being implemented; more flexibility with grants was available in the past than now.

Peggy asked about expenses being currently paid by PHA to GHCAA. She inquired about May phone expense so high on PHA expenses sheet.

Scott explained that the voice over/internet charges on phone system is something the agency cannot afford and measures are being taken to end contract with current phone system. He also commended Debbie for raising the red flag about phone system not being a cost saver for the agency. Scott explained that original phone system was paid for by a grant, but the ongoing costs are too high.

Peggy asked about the question being raised in February meeting in regard to expenses, why was board not made aware of the financial distress being currently felt by agency.

Debbie answered that if board reviewed unit months sheet they would be able to see expenses billed to PHA in the past months. Expenses being paid out were running over the admin money received to cover these monthly expenses. The reserve was drained by excessive spending, in her opinion.

Leon (resident member) asked about the October 2010 balance, where did the \$55,000 go and why is PHA left with only \$20,085?

Peggy also stated she was under the assumption that the PHA could make it a year at the February meeting.

Scott responded by saying it was affected by the fact that outreach staff were not cut as they should have been and two housing specialists were hired, one in February 2010 and one in October 2010.

Joe asked if PHA would be able to get expenses down to under \$18,000 per month.

Debbie explained that her staff was furloughed during the month of May, 128 hours remained in the bank account, and we also paid out annual leave for two employees who were involved in staff reduction.

Scott replied that the budget implemented last month would be a more realistic picture in June.

Peggy Ward asked if Debbie would give them a copy of financial report of PHA so board can be more informed in the future of financial health of PHA.

Leon stated that way the board could keep up with the PHA's financial information by being provided needed documents.

Debbie responded with "yes" the information would be provided to the housing board members.

Peggy said that would give the board the opportunity to have a special board meeting, in the future, if necessary.

Scott explained that HUD pays the first of the month that some months the Action Agency floats the PHA and vice versa, the doomsday scenario being that HUD takes all of money owed to them at once. The more we can stay leased up the more money we will receive.

Debbie asked board members if they would like financial information emailed to them. They responded "yes" and emails were given to her. She also explained that the budget was zeroed out by her and Janelle, Chief Financial Officer and she would keep in contact with board regarding the budget.

Joe asked if there were any more discussion/questions.

ADMIN PLAN REVISIONS

Debbie explained the revisions to administrative plan. A motion to approve changes was made by Leon (resident member) and seconded by Gerald Owings.

PUBLIC MEETING TO DISCUSS 5-YEAR PLAN ANNUAL UPDATE

Debbie explained that in regard to the 5 year plan there is an annual update to this plan. She asked if anyone had any questions/comments. One member of the public was present. No questions asked or comments made. A motion to approve the annual update to 5 year plan was made by Wilson and seconded by Gerald Owings.

ADJOURNMENT

A motion to adjourn was made by Gerald and Wilson seconded. Meeting was adjourned.

Respectfully submitted,

Christie Taylor, Housing Assistance Coordinator