

NORTH IOWA REGIONAL HOUSING AUTHORITY
202 First Street SE, Ste. 203, Mason City, IA 50401

Tuesday, November 28, 2017, 9:00 A.M.
Conference Room

MINUTES

I. Opening of Meeting

A. Call to Order.

Chairperson Gelner called the North Iowa Regional Housing Authority regular board meeting to order at 9:03 a.m.

Board Members: Present: Delegates: Merlin Bartz, Roger Batt, Gary Gelner, Bruce Helgeson, Marilyn Johanns, Beth Johnson via phone, Yvonne Krukow, and Florence Shook. Alternates: Jeff Sherman. **Absent:** None. **Staff:** Karri Gansen, Carmen Seaton-Bartunek, and Carol Story. **Guests:** Joseph Moser of Finley Law Firm, P.C. via phone and John Olson of Kronlage and Olson, P.C.

B. Determination of quorum

A quorum was determined.

C. Recognition of visitors to the meeting

Joseph Moser of Finley Law Firm, P.C. and John Olson of Kronlage and Olson, P.C. were recognized as guests.

D. Approval of agenda and requested changes to agenda

Shook moved to moved Unfinished Business Item A and New Business Items A and B to the next items on the agenda. Batt seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

IV. Unfinished Business

- A. Bartz moved to adjourn to Closed Session pursuant to Iowa Code § 21.5(1)(c) "To discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent where it's disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." Johanns seconded the motion. Roll Call Vote: Johnson, Helgeson, Shook, Batt Johanns, Bartz, and Krukow were in favor; none opposed; and none abstained. The board adjourned into closed session at 9:07 a.m.

Helgeson moved to open meeting to the public. Shook seconded the motion. Roll Call Vote: Johnson, Helgeson, Shook, Batt Johanns, Bartz, and Krukow were in favor; none opposed; and none abstained. The board returned to open session at 9:27 a.m.

V. New Business

A. Discuss Employee Handbook with attorney.

Bartz moved to retain Joe Moser to assess and recommend changes to the employee handbook. Johanns seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

- B. Discuss By-Laws with attorney.
Bartz moved to retain Joe Moser to suggest changes in the by-laws in order to clarify the relationship of the chair of the board, executive committee, the rest of the board, and the executive director. Helgeson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

II. Open Forum

None requested.

III. Consent Agenda

Bartz moved to approve the consent agenda with the change to the minutes. Batt seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

IV. Unfinished Business

- B. No Smoking Policy.
This item was tabled until a later meeting.

V. New Business

- C. Resolution No. 2018-01. Approve submission of the Section Eight Management Assessment Subsystem (SEMAP) for FYE 09/30/17.
Bartz moved to approve the resolution. Batt seconded the motion. Roll Call Vote: Johnson, Helgeson, Shook, Batt, Johanns, Bartz, and Krukow were in favor; none opposed; and none abstained. The motion carried.
- D. Approve change to portability requirements in Administrative Plan.
Shook moved to reverse the changes made to the portability policy as approved at the October 25, 2016 meeting. Krukow seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- E. Approve payment standards effective 02/01/2017.
Krukow moved to approve the payment standards. Helgeson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- F. Hand out health insurance quotes to discuss in December.
No action needed.
- G. Other.
No other discussion.

VI. Adjourn

Bartz moved to adjourn the meeting until December 26, 2017 at 9:00 A.M. Johanns seconded the motion. All were in favor; none opposed; none abstained. The motion carried. The meeting adjourned at 10:46 A.M.

Gary Gelner, Chairperson

Date

Carol Story, Interim Executive Director

Date