

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
December 14th, 2011

This meeting was called to order by Chuck Webster at 5:07pm. Members present were Scott Copenhaver, Joe Tomandl, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Roger Ewan, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia told the board that she is finally catching up on projects and hopefully things will slow down now. Most of the projects that clients had contracts on are getting done before the snow flies again. Things might be on hold a little through January and February. Per the audit report she met with an accountant from Hawkins, Ash, Baptie & Company to see if they would take over the accounting part of the TCHA book keeping. This would include the VMS and REAC submission to HUD for the Section 8 voucher program. The process quoted to our office from Hawkins, Ash, Baptie & Company actually would save us money. Working with them would reduce our audit cost tremendously. At this time I do need permission to move forward with a contract with Hawkins, Ash, Baptie & Company (HABCO) to give them time to do this year's books. A section 3 policy needs to be adopted by the Housing Authority per the state guidelines for the CDBG program. Shelia asked permission from the board for her and Jenni to attend a HUD conference in Waukesha, WI on January 23<sup>rd</sup> - 25<sup>th</sup>, 2012. No cost for the conference.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Roger Ewan, seconded by Scott Copenhaver to sign a contract with Hawkins, Ash, Baptie & Company for our bookkeeping. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to adopt the Section 3 policy for Taylor County Housing Authority. All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Roger Ewan to attend the HUD Conference. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Roger Ewan, seconded by Scott Copenhaver to approve writing off loan DP-3-98-56 due to the property being foreclosed on. The amount being written off is \$6,408.00. All were in favor. Motion carried!

Other Business: Discussion on a contractor court issue and contractors list.

A motion was made by Scott Copenhaver, seconded by Roger Ewan to remove Wilderness Builders off our Contractors list due to noncompliance of the policy and procedures regulations. All were in favor. Motion Carried!

Conflict of interest: N/A

A motion was made by Roger Ewan, seconded by Scott Copenhaver to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice, Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
October 12th, 2011

This meeting was called to order by Chuck Webster at 5:00pm. Members present were Scott Copenhaver, Joe Tomandl, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Roger Ewan, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know that things are actually going pretty good now. A lot of projects are getting done, and the funds from the state have been coming in fine now. The audit report came in and she gave each board member a copy of that and mentioned they should look it over and if they have questions we could go through it at the next meeting. She let them know Jennifer has her REAC done for HUD. Shelia also brought them up to date on some clients with projects.

A motion was made by Roger Ewan, seconded by Joe Tomandl to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Man to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to approve writing off loan 96CDBG E-61 due to the property being foreclosed on. The amount being written off is \$6,567.12. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann, to approve putting in an emergency well for applicant NCDBG-30. All were in favor. Motion carried!

A motion was made by Roger Ewan, seconded by Scott Copenhaver to deny loan NCDBG-31 because lack of equity in property. All were in favor. Motion carried.

A motion was made by Tammy Mann, seconded by Scott Copenhaver to approve loan NCDBG-32 for electric and rehab work that needs to be done. All were in favor. Motion carried.

Other Business: N/A

Conflict of interest: N/A

A motion was made by Roger Ewan, seconded by Tammy Mann to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice, Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
Sept. 14th, 2011

This meeting was called to order by Chuck Webster at 5:10pm. Members present were Scott Copenhaver, Joe Tomandl, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Roger Ewan, seconded by Joe Tomandl to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia stated that the funds are finally coming in from the Dept. of Administration. This has not been the Division of Housing issue, it's the DOA. She stated that the check that was supposedly lost from DOA was found at the bank. The bank called to apologize and wanted to meet us in person to do the same. I stated, I appreciated the honesty from them, let's just move forward on this. So at this time a lot of contractors and companies are paid. Shelia asked the board if the Housing Authority could purchase a paper shredder, the one she has is shot. It is at least 8 to 9 yrs old and she paid less than \$20.00 for it so we can't complain about that. Next: Jenni has been working on the REAC financial paper for Section 8. It is very hard and trying to get assistance from HUD has been a mess, we still feel if someone local would take the Section 8 program over it would be very beneficial to our office. We cannot hand it back to HUD because all the clients on the program would not receive assistance any longer. The reason this financial paper work is so hard is due to having to enter all our programs funds on this report also. If we only had Section 8 it would be an easy report.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to approve the purchase of a paper shredder for the office. They stated to purchase a good one. Do not exceed \$80.00 dollars. All were in favor. Motion carried!

Transfer of 2010 CDBG funds: Shelia discussed with the board the 2010 CDBG Grant funds are broke into three areas at this time, Homebuyer, Rehab and Admin funds. The rehab funds for this grant are almost spent out, and there is still \$77,134.00 left in the Homebuyer area. Can she move the remainder \$77,134.00 homebuyer funds into the rehab area due to having a waiting list for rehab work for Taylor County families needing home repairs?

A motion was made by Joe Tomandl, seconded by Roger Ewan to approve moving the Homebuyer funds into the Rehab area seeing there is a need in that area and there are some funds in the HCRI Homebuyers account to assist in down payment. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Tammy Man to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Roger Ewan, seconded by Joe Tomandl to approve giving applicant 98-DP9 6 months to sell their property. Do to having to move out of the area because of job relocation. After the 6 months, if it did not sell it will be brought back to the board for further discussion. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Tammy Mann, to approve allowing loan applicant 98-79 to move off the property and pay \$200.00 per month until the client can refinance and pay off the rest, so the client can move to have the children when home from work and not having to take the children out of their school district. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the subordination request for client 96-R-28 also 2010-15 so the client can replace the roof on their home and install a new wood stove. The client has more than enough equity in the property to cover our loan. All were in favor. Motion carried.

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to approve the subordination request for client 98-77 so the client can replace their existing mobile home with a 2001 mobile home which is in very good condition due to the cost it would be to rehab the existing mobile home. This is the only option affordable to the client and there is still equity left over. All were in favor. Motion carried.

Other Business: N/A

Conflict of interest: N/A

A motion was made by Roger Ewan, seconded by Joe Tomandl to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice  
Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
August 10th, 2011

This meeting was called to order by Chuck Webster at 5:00pm. Members present were Scott Copenhaver, Joe Tomandl, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Roger Ewan, seconded by Scott Copenhaver to approve the revised meeting minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know that the year budget approval is coming up soon and she submitted a budget in the amount of \$10,750.00 for the Taylor County Housing Authority. Shelia sent the board members a copy of the Obligation Journal for the 2010 grant. She did black out the column with names/numbers of clients. She felt this was a good way for the board members to understand what is going on with the grant. They seemed to appreciate the paper work; it gave them all a full understanding on where the funds are at. Shelia asked if Jennifer could have her raise that she put on hold a few months ago.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the raise at this time. It will go into effect starting August 8<sup>th</sup>, 2011. All were in favor. Motion carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Roger Ewan to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Scott Copenhaver to approve the emergency roof, & finding out the electric problem for loan applicant NCDBG2010 -28 only. All were in favor. Motion carried!

A motion was made by Roger Ewan, seconded by Tammy Mann, to approve loan applicant NCDBG2010-29 for the emergency septic system. All were in favor. Motion carried!

Other Business: N/A

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Tammy Mann to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice  
Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
REVISED: July 13th, 2011

This meeting was called to order by Chuck Webster at 5:01pm. Members present were Scott Copenhaver, Joe Tomandl & Roger Ewan. Shelia Nice was also present.

A motion was made by Scott Copenhaver, seconded by Roger Ewan to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Scott Copenhaver to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let everyone know how she thought the New Partnership Government and Real Estate conference was very knowledgeable. Good information from a lot of different areas, banking, state input, and federal input. Then housing areas were also covered. As Jenni stated last month, things have been very busy. That is not a bad thing, we need to spend more.

A motion was made by Roger Ewan, seconded by Joe Tomandl to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to approve loan applicant NCDBG -25 as brought to the board. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl, to approve loan applicant N2010-26 as brought to the board. The amount is more than normal, but due to health, safety, disabilities and elderly issues this loan is approved. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to approve loan application N2010-27 for rehab work to be completed as brought to the board. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Scott Copenhaver to deny subordinating for loan applicant 08-04 so the client can borrow more funds from the bank to rehab the homes bathroom. All were in favor. Motion carried!

Other Business: N/A  
Conflict of interest: N/A

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice  
Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
June 8th, 2011

This meeting was called to order by Chuck Webster at 5:10pm. Members present were Tammy Mann, Joe Tomandl & Roger Ewan. Jennifer Gustum was also present.

A motion was made by Roger Ewan, seconded by Joe Tomandl to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Jennifer let everyone know that Shelia was at New Partnership Government and Real Estate conference that was approved by Chuck. Loans that had been taken out in the winter have been getting finished and the office has been very busy. The office has also come across some projects that contain asbestos and Northstar who does our testing has been the most helpful with referring a couple companies to work with and all is going better than we expected and is not as expensive as we thought it was going to be. Jon from Schenck is going to be at the office on Tues June 14<sup>th</sup>- Wed June 15<sup>th</sup> to conduct our audit. Also, I let everyone know that we have been very busy trying to spend the new grant money, however repayments through RLF have been coming in left and right and as of the meeting we have been repaid over \$99,000 since 8/3/2010 which is more than we were paid back in the last 2yrs.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Joe Tomandl to give CDBG 98-79, 6 months to try and sell property and then bring back to the board to check on progress. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Roger Ewan, to approve loan applicant N2010-20 for a loan homebuyer/closing cost loan. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Roger Ewan to approve loan application N2010-21 for rehab work to be completed. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve loan applicant N2010-22 for rehab work to be completed. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Roger Ewan, to approve loan applicant N2010-23 for rehab work to be completed. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve loan N2010-24 for rehab work to be complete. All were in favor. Motion Carried.

Other Business: N/A  
Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Roger Ewan to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice  
Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
April 13th, 2011

This meeting was called to order by Chuck Webster at 5:09Pm. Members present were Tammy Mann, & Scott Copenhaver. Shelia Nice was also present.

A motion was made by Tammy Mann, seconded by Scott Copenhaver to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know per talking with Chuck when Al passed a way that a donation of \$100 dollars was given the Beadles family to put towards a Jump River Scholarship fund for college students. Shelia let the board know the state was in to look over the books, and the financial paperwork was completely up to par, but they discussed some other issues I needed to change. Joanna from the state also discussed the contractor we have been having issues with and stated she wished I didn't have it out for him. I informed her immediately that was not the case. This all started over workmanship and paperwork I needed from this contractor. I have would not have issues if he would just do his job like the rest of the contractors. Next Shelia let the board know we received a thank you from Al's family (donation) and the Abiding Care Pregnancy Resource Center (for the old copier).

A motion was made by Scott Copenhaver, seconded by Tammy Mann to approve giving the donation to the Beadles's family to put toward the Jump River Electric Scholarship fund instead of giving flowers. All were in favor. Motion Carried!

A motion was made by Chuck Webster, seconded by Tammy Mann, to have Scott Copenhaver take Al's place signing checks do to Al passing away. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Scott Copenhaver, to approve the director's report as given. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Scott Copenhaver to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Scott Copenhaver to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Scott Copenhaver to write of loan CDBG 08-06 in the amount of \$9,440.00, due to the foreclosure on the property. All were in favor. Motion carried!

A motion was made by Chuck Webster, seconded by Tammy Mann to approve subordinating to Fidelity National bank so client CDBG 02-08 can get a lower interest rate. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Tammy Mann to approve the whole amount that was brought to the board for loan N2010-13. The client cannot get a loan from

the bank because the client cannot afford the payments. So we are to do the rehab work that was on the work write up. All were in favor. Motion Carried!

A motion was made by Chuck Webster, seconded by Tammy Mann, to approve loan applicant N2010-15 for a loan for an emergency septic system and hot water heater. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Tammy Mann to approve loan application N2010-16 for a home buyer/closing cost loan and a loan to complete the work that has to be done on the home. All were in favor. Motion carried!

A motion was made by Chuck Webster, seconded by Scott Copenhaver to deny loan applicant N2010-17 because of the fair market value and the Taylor County loan on the property already. Per state guidelines we are not supposed to go over 50% of the fair market value, and this is the case on this project. The board also felt that with the income and no other mortgage on the property these clients could cover the cost of a furnace themselves. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Scott Copenhaver, to approve loan applicant N2010-18 for a home buyer/closing cost loan to purchase a home. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Tammy Mann to approve loan NCDBG-19 for rehab work that was brought to the board. All were in favor. Motion Carried.

Other Business: N/A

Conflict of interest: N/A

A motion was made by Scott Copenhaver, seconded by Tammy Mann to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice  
Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
March 15th, 2011

This meeting was called to order by Chuck Webster at 5:06Pm. Members present were Joe Tomandl, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by Joe Tomandl, seconded by Al Beadles to revise two words in the minutes from the last meeting and then approve the minutes. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know that she has an employer training meeting on April 14<sup>th</sup> in Wausau to go to. It is giving by the employee trust fund for updates. Next she talked with the board on the retirement contribution rates. We as employees are paying 5% at this time, and the employer is paying 6.6 % what would you like it to change to with the new amount at 11.6%. I did talk with the County; the county was paying all of it, which will be changing very soon. She also discussed fixing some errors on some of the Rib Lake clients mortgages, the cost would be approximately \$120.00. Shelia is working with Bonnie at Northwest Regional Planning.

Shelia let the board know she had found a company that the Housing Authority can purchase insurance on mortgages that the clients do not have covered by insurance. The cost for this insurance will be added to the client's loan. Insurance is required on these mortgages. The clients are in default at the time they do not have insurance so she makes them make payments or pay in full. However she can get something to work with the clients. She did inform the board that if the clients went and purchased insurance on their own we could cancel what we have purchased and they wouldn't be in default any longer.

Shelia talked about issues with a contractor. The same contractor we had discussed at the Dec. 2010 meeting. It all started on a request for payment. She stated that it didn't help matters that she said they only get two payments, when it's three because some funds are held back at the end for a Lead Clearance test that must be done. After the clearance test results come back that they passed, then the contractor gets paid the remainder held back. Shelia did apologize to the contractor for her own error many times. The contractor stated he didn't like the payment method and he wanted it changed, I told him the only one that can change it is the board. He continued to argue for approximately 1 ½ hrs. During that time he also told me how he did not like the bidding process which has been done the same way for at least 13yrs; how he feels we all (people who administer these programs) do things under the table, and how he felt the state wasn't doing anything correctly. I did state to the contractor as I told him once before nobody is forcing him to put bids on these projects. This is the way the program has been run since before my time. I told him I will talk to the board at our next meeting. That is how it ended. The board did discuss at length how we have not had any other complaints or issues in regards to any/all of the things talked about by the contractor listed above. Tammy stated that she is on two housing boards and no other contractor has had complaints either. The board stated some changes need to be made at once so these issues come to an end.

Next Shelia and the board members went over something in the CDBG Policy and Procedure manual that needed to be updated such as sentences being corrected. Payments for bids 3000.00 and under, should read 5000.00 per state guidelines. Progress payments should read 3 as stated on our contracts, instead of 2.

A motion was made by Tammy Mann, seconded by Joe Tomandl, to approve the director's report as given. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Al Beadles, to have the employee's pay 5.8% and the employer pay 5.8% to the WI Retirement/employee's trust fund. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Tammy Mann to approve spending the funds to fix some errors on Rib Lake files. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Al Beadles to deny adding more payments to a contractor per job contract, 3 payments is all the contractor can receive per contract. All CDBG/state regulations must be followed when payment requests are handed in to the office. Shelia should also make corrections in the CDBG Policy and Procedure manual as discussed above, by fixing sentences, changing the area bids \$3000.00 and under to read \$5000.00 and under. But also add to the manual per state recommendations, clients bids will no longer be sent to all contractors on the Housing Authorities contractors list, the list of contractors will now be mailed to the clients after the H. A. Board approves a loan for them, the clients will put in writing which contractors they want bids to be sent to, with the clients signature on this document and then the Housing Authority administrator will send the bids to only those contractors. Also add that the contractors will now have a three strikes you're out rule added to the new paperwork they will need to sign to stay on the contracts list for working with the Housing Authority clients. This will be better explained in the policy and procedures manual. The contractors themselves will need to sign a new document stating they agree with these changes to stay on the list. All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Tammy Mann to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Tammy Mann to deny loan application 2010 CDBG -10, due to the extensive work that needs to be done to the home just to have it clean, safe and sanitary. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve loan application 2010-11 as brought to the board. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Joe Tomandl to approve loan application 2010-12 as brought to the board. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve loan applicant 2010-13 for a loan up to \$22,500, if the client can get a loan for the remainder amount. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Joe Tomandl, to approve loan applicant 2010-14 for a loan as brought to the board. All were in favor. Motion carried!

Other Business: N/A

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Al Beadles to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice  
Executive Director

Taylor County Housing Authority  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
January 12<sup>th</sup>, 2011

This meeting was called to order by Chuck Webster at 5:00Pm. Members present were Joe Tomandl, Scott Copenhaver, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by Al Beadles, seconded by Joe Tomandl to revise two words in the minutes from the last meeting and then approve the minutes. All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia explained to the board that in November & December her and Jenni were busy checking on insurance issues with clients and also checked out some properties that were on this list. At this time they are working on payment arrangements, or full collection from some of the clients for not following their mortgage guidelines. Next, Shelia wanted to know if she could carry over 16.48hrs of vacation she did not use in 2010, into 2011. Shelia discussed with the board the Contribution rates for retirement, and wanted to know where to take the .60 adjustment from, employee side or employer side. She also discussed the Continuum of Care organizational meetings, and let them know that the organization is at the point of starting paperwork for a transitional living facility organization. She asked the board if they would donate the cost of mileage for her to do the Point in time homeless count on January 26<sup>th</sup> between the hours of 4pm – 8am for the COC. Tammy Mann brought up the situation with the contractor discussed at the last meeting, asking what is going on with him. She stated he did call and talked with her again after the last meeting. I stated that I did receive the insurance paperwork I needed and the last project they worked on looked good. I did let him know it needs to stay that way.

A motion was made by Joe Tomandl, seconded by Tammy Mann, to allow Shelia to carry over her vacation hours, to pay for the mileage cost for Shelia to do the Point in time homeless count and as for Retirement contribution see what Taylor County is doing and follow their adjustments and to approve the director's report. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Joe Tomandl to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Scott Copenhaver to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Al Beadles to approve loan application 2010 CDBG -9 for the work order brought in for approval. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve writing of loan E-18 in the amount of \$22,636.36, due to the property being foreclosed on. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Joe Tomandl to have HOME client 07-02 get the home ready to put back on the market to sell by May. They understand the situation the client is in however, it needs to go back up for sale with a realtor. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Al Beadles to approve CDBG loan applicant 05-18 making payments on the loan starting in May, 2011. All were in favor. Motion carried!

Other Business: N/A  
Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Al Beadles to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval" Respectfully,

Shelia Nice  
Executive Director