

**OFFICIAL PROCEEDINGS OF THE RICE COUNTY  
HOUSING & REDEVELOPMENT AUTHORITY (HRA)  
Commissioner's Room / Government Services Building  
Tuesday, December 22, 2009**

**1. CALL TO ORDER**

Roll Call - The meeting was called to order by Galen Malecha at 10:50 am.  
HRA Board Members present were: Bauer, Plaisance, Gillen, Docken and Malecha.

**2. ACTION ITEMS**

a) **Approval of Minutes** – October 27, 2009

Motion by Plaisance, seconded by Bauer, carried 5-0, to approve the minutes from October 27, 2009 without any amendments.

b) **Housing Choice Voucher - Administrative Policy Change / Clarification Requests**

- i. Annual Reexaminations - Staff presented information to the Board about current practices and the need to incorporate these practices into policy. Previously staff mailed letters to families with a specific date and time for them to attend recertification. This process was time consuming for staff and resulted in several missed appointments and reschedules. In an effort to manage staff time and offer flexibility to families the current practice was put into place which is to mail the family a letter to notify them it is time for their annual recertification and offer them four different opportunities to attend a recertification appointment.
- ii. Missed Appointments – Staff presented information to the Board about the need to modify the missed appointment policy. Attending recertification is a minimum basic requirement for Section 8 participants. As part of the new annual reexamination process staff offers four reexamination times for families to choose from. Staff has consulted with the Rice County Attorney's office on this topic and is asking that the policy be modified to clarify the consequences for missing reexamination.
- iii. Student Household Members – Staff presented information to the Board about the need to incorporate language into policy regarding full-time college students, currently the policy is silent. Staff has received requests from participants to both remove the full-time students and their income from the household to result in a lower rent portion and to leave the full-time college student as a household member to allow for the family to maintain a larger voucher size. Staff has researched other Housing Authority's policies on full-time college students and is asking for the policy to be clarified to ensure consistency.

Motion by Doken, , seconded by Bauer, carried 5-0, to modify the Rice County Section 8 Administrative Policy to read:

Annual Reexaminations

The RCHRA will send a notification letter to the family letting them know that it is time for their annual reexamination and offering four different opportunities to attend a recertification appointment. The letter includes forms for the family to complete in preparation for the interview. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation to their needs.

Missed Appointments

If the family fails to respond to the letter and fails to attend the interview the HRA will begins termination proceedings.

Student Household Members

When someone who has been considered a family member attends school away from home, the person will

continue to be considered a family member under the following circumstances: 1) they reside in housing provided by the educational institution only for students of that institution, AND 2) they live in the assisted unit at least three consecutive months of the year during which time they do not maintain a separate student residence.

c) **2010 Minnesota City Participation Program – Request for Proposal**

- i. Staff presented information to the Board about the Minnesota City Participation Program (MCCP) and the current request for proposal that is available. Minnesota Housing sells mortgage revenue bonds on behalf of cities/counties, the proceeds of these bonds provide below-market interest rate home mortgage loans for low- and moderate-income first-time homebuyers. Rice County HRA has had success with this program in the past. In 2008, 11 loans were committed in Rice County – totaling \$1,219,494 (123.9 percent of allocation). In 2009 MCCP was put on-hold due to the poor economic conditions of the state. Faribault HRA and Northfield HRA have requested that RCHRA submit a joint application for MCCP funds.

Motion by Bauer, seconded by Gillen, carried 5-0, for RCHRA to submit a joint application for MCCP funds.

d) **Date of 2010 Annual Meeting**

- i. Staff presented information to the Board about the need, per bylaws, to schedule the RCHRA annual meeting in January to elect officers.

Motion by Gillen, seconded by Plaisance, carried 5-0, to hold the annual RCHRA meeting on January 5, 2010, following the Rice County Board of Commissioners meeting.

e) **Approval of 2010 Utility Allowance**

- i. Staff presented information to the Board about utility allowances and the requirement to recalculate them annually to ensure that tenant costs for reasonable amounts of utilities are reflected properly when calculating their Total Tenant Payment. Staff uses the Consumption-Based methodology when calculating the allowance.

Motion by Doken, seconded by Gillen, carried 5-0, to adopt the adopt and implement the 2010 utility allowance and apply it to each tenants Total Tenant Payment calculation during their annual recertification.

f) **Wait List**

- i. Staff requested that this item be moved from “other items” to an “action item” because staff is concerned about the waiting list growing to large before the next Board meeting at the end of March. Staff presented to the Board that the waiting list was at 385 as of December 21, 2009 and staff wishes to close the wait list at 400 to allow for a large but manageable pool of applicants should a large amount of vouchers need to be issued.

Motion by Bauer, seconded by Gillen, carried 5-0, to authorize staff to start the process of closing the wait list.

### 3. PROGRAM REPORTS & UPDATES

a) **HUD / HCV Quarterly Reports**

Staff presented information to the Board about HCV 4th quarter. October through December vouchers issued increased from 289 to 313, corresponding with the lease-up efforts of the Housing Office. The average HAP for October through December was \$437.00 which is \$31.39 over the HUD funded average HAP amount. The average total HAP per month is \$133,060.00 which is less than what is funded by HUD, excess dollars were used to issue additional vouchers and make up the budget deficit that occurred during 1<sup>st</sup> quarter. 98% of the budget has been spent in 2009. Because 98% of the budget was spent RCHRA will qualify for 20 points in the Section 8 Management Assessment Program (SEMAP) which annually measures the performance of public housing agencies in 14 key areas. SEMAP scores affect HAP funds and Administrative fees.

### 4. OTHER ITEMS

a) **HUD Budget Authority for 2010**

Staff presented information to the Board about 2010 funding. The US Department of Housing and Urban Development (HUD) is currently operating under a Continuing Resolution meaning housing authorities will receive 1/12<sup>th</sup> of what was received in 2009 for the months of January and February. A Continuing Resolution was also utilized by HUD in 2009 and RCHRA did not receive official notice of the actual HCV budget authority until mid-

year. It is anticipated that 2010 will be similar.

5. **ADJORNMENT** – Motion by Plaisance, seconded by Gillen, carried 5-0, to adjourn the meeting.

**Dated at Faribault, Minnesota, this 22nd day of December, 2009.**

**Approved by the Rice County Housing and Redevelopment Authority this 27<sup>th</sup> day of April, 2010.**

**RICE COUNTY HRA**

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**Milt Plaisance, Chairperson**

**ATTEST:**

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**Deanna Kuennen, Clerk to the Board**