

Northern Ponca Housing Authority
Board of Commissioners Regular Meeting
March 11, 2022 – South Sioux City

CALL TO ORDER

Minutes of the Northern Ponca Housing Authority (NPHA) Board of Commissioners (BOC) regular meeting held March 11, 2022 in South Sioux City, NE. The meeting was called to order at 5:11 p.m. by Chairwoman Pam Noyes. Roll Call: Pam Noyes, Chairwoman, Bill Wright, Vice-Chairman, Alexcia Boggs, Treasurer, Christopher Keifer, Secretary and Conceta Zephier, Commissioner. Absent: None. Also, present: Joey Nathan, Executive Director, Don Magnuson, Comptroller, Alex Villalpando, Maintenance Project Coordinator, Justine Knapp, Office Management Coordinator via Lifesize and Angelica De Anda, Records Management Specialist. Public Attendees: JoAn Schlotman, District 1 Tribal Council Representative and Justin Henn.

The invocation was given by Alex Villalpando.

APPROVAL OF AGENDA

Motion by Christopher Keifer to approve the agenda for the March 11, 2022 regular meeting. Seconded by Bill Wright. On roll call vote: Ayes – Alexcia Boggs, Conceta Zephier, Bill Wright and Christopher Keifer. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

APPROVAL OF MINUTES

Motion by Christopher Keifer to approve the minutes from the February 11, 2022 Regular Meeting. Seconded by Bill Wright. On roll call vote: Ayes – Christopher Keifer, Conceta Zephier, Bill Wright and Alexcia Boggs. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

PUBLIC COMMENTS

None.

REPORTS/UPDATES

The Executive Director report was presented by Joey Nathan, Executive Director and discussed by the BOC.

- a) An update was given on meetings and trainings attended in February.
- b) An update was given on a meeting with the A & E Team (Brosz Engineering & ID8).
- c) An update was given on the COVID-19 Tribal Wide Call.
- d) An update was given on the UNAHA Zoom call.
- e) An update was given on the IHBG-ARP Funding.
- f) An update was given on the Emergency Rental Assistance (ERA) Program.
- g) An update was given on the Homeowner Assistance Funds (HAF).
- h) An update was given on the Indian Housing Block Grant (IHBG) – Competitive 2021.
- i) An update was given on the COVID-19 Outreach.
- j) An update was given on directives.
- k) An update was given on upcoming events.
- l) An update was given on elder complex projects.

The meeting recessed for break at 5:53 p.m. and reconvened at 6:14 p.m.

The Finance report was presented by Don Magnuson, Comptroller and discussed by the BOC.

- a) An update was given on meetings and trainings attended in February.
- b) An update was given on 2022 funding.
- c) An update was given on directives.
- d) Discussed the February revenues and expenditures.
- e) An update was given for tasks assigned to the Finance Staff.

**Conceta Zephier absent at 6:22 p.m.*

The Admissions & Occupancy Report was presented by Joey Nathan, Executive Director and discussed by the BOC.

- a) An update was given on services provided in February.
- b) An update was given on meetings and training attended in February.
- c) An update was given on A&O District Reports.
- d) An update was given on collections.
- e) An update was given on the waiting list.

The Maintenance report was presented by Alex Villalpando, Maintenance Project Coordinator and discussed by the BOC.

- a) An update was given on the ICDBG/IHBG/HOHIA projects.
- b) An update was given on the vacant units and released units.
- c) An update was given on preventative maintenance inspections.
- d) An update was given on unit testing and clean up.
- e) An update was given on HOHIA inspections.
- f) An update was given on contractor meetings/inspections.
- g) An update was given on meetings and trainings attended in February.
- h) An update was given on work orders.

The ROSS report was presented by Justine Knapp, Office Management Coordinator and discussed by the BOC.

- a) An update was given on meetings and trainings attended in February.
- b) An update was given on one-on-one services provided.
- c) An update was given on directives.

The Human Resources report was presented by Justine Knapp, Office Management Coordinator and discussed by the BOC.

- a) An update was given on current personnel and open positions.
- b) An update was given on staff trainings/meetings.
- c) An update was given on COVID-19, numbers of cases, changes to directed health measure's and COVID Response Policy.
- d) An update was given on employee reviews, two were completed in February.
- e) An update was given on directives.

Motion by Bill Wright to table the Admissions & Occupancy Counselor I Job Description. Seconded by Christopher Keifer. On roll call vote: Ayes – Alexcia Boggs, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair not voting. Motion carried.

No motion made to vote on the Admissions & Occupancy Counselor II Job Description. Agenda item died, will not be discussed at the next meeting.

The Office Management/Development report was presented by Justine Knapp, Office Management Coordinator and discussed by the BOC.

- a) An update was given on meetings and trainings attended in February.
- b) An update was given on Emergency Rental Assistance (ERA) Program.
- c) An update was given on Homeowner Assistance Funds (HAF).
- d) An update was given on development projects.
- e) An update was given on acquisition projects.
- f) An update was given on the upcoming Annual Performance Report (APR) submissions.
- g) An update was given on NIFA grant closeout.
- h) An update was given on directives.

NEW BUSINESS

Motion by Christopher Keifer to approve the FY 2021 Indian Housing Block Grant Annual Performance Report (APR). Seconded by Alexcia Boggs. On roll call vote: Ayes – Alexcia Boggs, Pam Noyes, Bill Wright and Christopher Keifer. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair voting. Motion carried.

The meeting recessed for break at 7:45 p.m. and reconvened at 7:53 p.m.

Motion by Alexcia Boggs to approve the FY 2021 IHBG-American Rescue Plan (ARP) Annual Performance Report. Seconded by Christopher Keifer. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair voting. Motion carried.

Motion by Christopher Keifer to approve the IHBG – Competitive Grant APR. Seconded by Bill Wright. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs, Bill Wright and Christopher Keifer. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair voting. Motion carried.

Motion by Alexcia Boggs to approve Resolution 2022-03 – Sale of Property Located at 309 NW Park St., Wagner, SD 57380. Seconded by Christopher Keifer. On roll call vote: Ayes – Pam Noyes, Christopher Keifer, Bill Wright and Alexcia Boggs. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair voting. Motion carried.

Motion by Bill Wright to approve Resolution 2018-04 Amendment – Niobrara Triplexes Located at 256 Willow Lane, Niobrara, NE 68760 Elderly/Disabled Designation. Seconded by Christopher Keifer. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair voting. Motion carried.

Motion by Christopher Keifer to ratify the e-vote approval of the Nelson Commercial Construction, LLC. contract in the amount of \$802,716.14 which includes the 7% tribal tax. Seconded by Bill Wright. On roll call vote: Ayes – Bill Wright, Pam Noyes, Christopher Keifer and Alexcia Boggs. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair voting. Motion carried.

EXECUTIVE SESSION

Motion by Bill Wright to go into executive session at 8:42 p.m. Seconded by Christopher Keifer. On roll call vote: Ayes – Alexcia Boggs, Bill Wright and Christopher Keifer. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair not voting. Motion carried.

Discussion for the Composition Additions and BOC Comments.

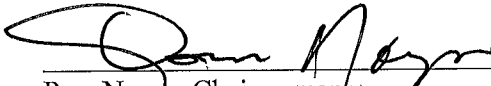
Motion by Bill Wright to come out of Executive Session at 9:05 p.m. Seconded by Christopher Keifer. On roll call vote: Ayes – Alexcia Boggs, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier. Chair not voting. Motion carried.

ADJOURN

There being no further business, the meeting was adjourned at 9:08 p.m. by Chairwoman Pam Noyes.

The next BOC meeting will be held on April 8, 2022 at the Northern Ponca Housing Authority in Norfolk, NE at 5:00 p.m.

APPROVED



Pam Noyes, Chairwoman

4/8/22

Date



Angelica De Anda, Records Management Specialist

4/8/22

Date