

Northern Ponca Housing Authority  
Board of Commissioners Regular Meeting  
May 13, 2022 – Norfolk

**CALL TO ORDER**

Minutes of the Northern Ponca Housing Authority (NPHA) Board of Commissioners (BOC) regular meeting held May 13, 2022 in Omaha, 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 and Conceta Zephier, Commissioner. Absent: Christopher Keifer, Secretary. Also, present: Joey Nathan, Executive Director, Alex Villalpando, Maintenance Project Coordinator, Don Magnuson, Comptroller, Justine Knapp, Office Management Coordinator and Angelica De Anda, Records Management Specialist. Public Attendees: Alex Taylor, District 4 Tribal Council Representative.

The invocation was given by Conceta Zephier.

**APPROVAL OF AGENDA**

Motion by Bill Wright to approve the agenda for the May 13, 2022 regular meeting. Seconded by Conceta Zephier. On roll call vote: Ayes – Alexcia Boggs, Conceta Zephier and Bill Wright. Nays – None. Abstain – None. Absent – Christopher Keifer. Chair not voting. Motion carried.

**APPROVAL OF MINUTES**

Motion by Bill Wright to approve the minutes from the April 8, 2022 Quarterly Meeting. Seconded by Conceta Zephier. On roll call vote: Ayes – Conceta Zephier, Bill Wright and Alexcia Boggs. Nays – None. Abstain – None. Absent – Christopher Keifer. 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 April.
- 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) No updates for UNAHA at this time.
- 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 Finance report was presented by Don Magnuson, Comptroller and discussed by the BOC.

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

*\*Conceta Zephier absent at 6:08 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 April.
- b) An update was given on A&O District Reports.
- c) An update was given on collections.
- d) An update was given on the waiting list for all areas.

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 THOP units.
- c) An update was given on the vacant units and released units.
- d) An update was given on home visits with A&O.
- e) An update was given on annual inspections.
- f) An update was given on preventative maintenance inspections.
- g) An update was given on unit testing and clean up.
- h) An update was given on HOHIA inspections.
- i) An update was given on ARP Rehabs.
- j) An update was given on contractor meetings/inspections.
- k) An update was given on meetings and trainings attended in April.
- l) 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 April.
- b) An update was given on one-on-one services provided.
- c) An update was given on directives.

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 April.
- 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 COVID-19 cases, none in April.
- f) An update was given on current personnel and staffing strategies.
- g) An update was given on employee reviews, three completed in March.
- h) An update was given on directives.

Justine Knapp presented the NPHA Employee Handbook with the following revision:

## **SECTION 10**

### **Disciplinary Action**

#### **Disqualified Applicants**

Unless otherwise expressly stated at time of separation, applicants are disqualified from consideration for any PTN position if they have been involuntarily separated for any reason and/or resigned not in good standing (e.g., under investigation, without notice, no-show, while on probation, and/or under suspension) from any position with PTN in any capacity (i.e., employee, intern, extern, practicum student, volunteer, etc.). The same disqualification applies to any applicant who has been removed for cause or resigned not in good standing from Tribal Council or any commission, board, or committee of PTN or any of its subordinate entities unless otherwise expressly stated at the time of removal. A Tribal Council member, commissioner, board member, or committee member removed without cause will be disqualified if disqualification is stated at the time of removal.

Motion by Bill Wright to approve the NPHA Employee Handbook revision as presented. Seconded by Alexcia Boggs. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier and Christopher Keifer. Chair voting. Motion carried.

#### **NEW BUSINESS**

Motion by Alexcia Boggs to approve Resolution 2022-04 – Mortgage Release for Property Located at 123 S. 8<sup>th</sup> St., O'Neill, NE 68763. Seconded by Bill Wright. On roll call vote: Ayes – Bill Wright, Pam Noyes and Alexcia Boggs. Nays – None. Abstain – None. Absent – Christopher Keifer and Conceta Zephier. Chair voting. Motion carried.

Motion by Bill Wright to approve the 2022 BOC Meeting Schedule revision, meeting held on June 10, 2022 will be held at 12:00 p.m. instead of 5:00 p.m. Seconded by Alexcia Boggs. On roll call vote: Ayes – Alexcia Boggs, Pam Noyes and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier and Christopher Keifer. Chair voting. Motion carried.

#### **EXECUTIVE SESSION**

Motion by Alexcia Boggs to go into executive session at 6:50 p.m. Seconded by Bill Wright. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier and Christopher Keifer. Chair voting. Motion carried.

Discussion for BOC Comments and a Composition Addition.

Motion by Bill Wright to come out of Executive Session at 7:11 p.m. Seconded by Alexcia Boggs. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs and Bill Wright. Nays – None. Abstain – None. Absent – Conceta Zephier and Christopher Keifer. Chair voting. Motion carried.

**ADJOURN**

There being no further business, the meeting was adjourned at 7:12 p.m. by Chairwoman Pam Noyes.

The next BOC meeting will be held on June 10, 2022 via Lifesize at 12:00 p.m.

**APPROVED**

  
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Pam Noyes, Chairwoman

6-10-2022'  
Date

  
\_\_\_\_\_  
Angelica De Anda, Records Management Specialist

June 10, 2022  
Date