

Northern Ponca Housing Authority  
Board of Commissioners Quarterly Meeting  
January 13, 2023 – Norfolk

**CALL TO ORDER**

Minutes of the Northern Ponca Housing Authority (NPHA) Board of Commissioners (BOC) quarterly meeting held January 13, 2023 in Norfolk, NE. The meeting was called to order at 5:05 p.m. by Chairwoman Pam Noyes. Roll Call: Pam Noyes, Chairwoman, Bill Wright, Vice-Chairman, Alexcia Boggs, Treasurer, Christopher Keifer, Secretary and Christine Legband, Commissioner. Absent: None. Also, present: Joey Nathan, Executive Director, Don Magnuson, Director of Finance, Alex Villalpando, Director of Maintenance, Justine Knapp, Director of Development and Angelica De Anda, Executive Assistant. Public Attendees: Candace Schmidt, PTN Tribal Member.

The invocation was given by Christine Legband.

**APPROVAL OF AGENDA**

Motion by Christine Legband to approve the agenda for the January 13, 2023 BOC Quarterly Meeting. Seconded by Christopher Keifer. On roll call vote: Ayes – Alexcia Boggs, Christine Legband, 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 December 9, 2022 Regular Meeting. Seconded by Christine Legband. On roll call vote: Ayes – Christopher Keifer, Christine Legband, Bill Wright and Alexcia Boggs. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

Motion by Bill Wright to approve the minutes from the December 21, 2022 Special Meeting. Seconded by Alexcia Boggs. On roll call vote: Ayes – Christine Legband, Alexcia Boggs, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

Motion by Christopher Keifer to approve the minutes from the December 28, 2022 Special Meeting. Seconded by Christine Legband. On roll call vote: Ayes – Bill Wright, Christopher Keifer, Alexcia Boggs and Christine Legband. 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 December.
- b) An update was given on a meeting with the A & E Team (Brosz Engineering & ID8).
- c) An update was given on the interview with Wagenlander & Heisterkamp.
- d) An update was given on the interview with Big Fire Law & Policy Group.
- e) An update was given on the Indian Housing Block Grant (IHBG) – Competitive 2022.

- f) An update was given on bid openings for all RFP's sent out in November, Legal, Fee Accountant, and Auditor.
- g) An update was given on upcoming events.
- h) An update was given on elder complex projects.

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

- a) An update was given on meetings and trainings attended in December.
- b) An update was given on NPHA Current Grant Awards.
- c) Discussed the December revenues and expenditures.

The Maintenance report was presented by Alex Villalpando, Director of Maintenance and discussed by the BOC.

- a) An update was given on all construction projects.
- b) An update was given on the ICDBG/IHBG/HOHIA projects.
- c) An update was given on the vacant units and released units.
- d) An update was given on HOHIA inspections.
- e) An update was given on meetings and trainings attended in December.
- f) An update was given on monthly work orders.

The Development report was presented by Justine Knapp, Director of Development and discussed by the BOC.

- a) An update was given on staffing and open positions.
- b) An update was given on staff development, future trainings and training budget.
- c) An update was given on employee reviews, two were completed in December.
- d) An update was given on the IHBG-Competitive Grant writing team.
- e) An update was given on Homeowner Assistance Funds (HAF).
- f) An update was given on current projects.

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

- a) An update was given on occupied units.
- b) An update was given on rental income, as well as breakdown for rent charges.
- c) An update was given on NPHA waiting list by service area.

The ROSS report was presented by Justine Knapp, Director of Development and discussed by the BOC.

- a) An update was given on all meetings/trainings attended.
- b) An update was given on home visits with A&O.
- c) An update was given on local events attended.
- d) An update was given on referrals assisted with.
- e) Newsletters created and sent out for November, December, and January.

The Homeownership report was presented by Justine Knapp, Director of Development and discussed by the BOC.

- a) An update was given on Tenant-Based Rental Assistance Program (TBRAP) Participants.
- b) An update was given on Down Payment Assistance (DPA).
- c) An update was given on Tenant Homeownership Program (THOP).



## **UNFINISHED BUSINESS**

Discussed the Dicon Corporation Contract with BOC. NPHA Team will be sending the finalized contract to the BOC at a later date.

## **NEW BUSINESS**

Disclosure of Conflict of Interest statement reading.

Motion by Christopher Keifer to approve the IHBG-ARP Home Rehabilitation Policy Income 80% and Below. Seconded by Alexcia Boggs. On roll call vote: Ayes – Alexcia Boggs, Christine Legband, Pam Noyes, Bill Wright and Christopher Keifer. Nays – None. Abstain – None. Absent – None. Chair voting. Motion carried.

Motion by Alexcia Boggs to approve Resolution 2023-01 – Sale of Property Located at 1007 S. 11<sup>th</sup> Street, Norfolk, NE 68701. Seconded by Christine Legband. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs, Christine Legband, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – None. Chair voting. Motion carried.

Motion by Bill Wright to approve Resolution 2023-02 – IHBG-Competitive Grant Leverage Approval. Seconded by Christopher Keifer. On roll call vote: Ayes – Pam Noyes, Alexcia Boggs, Christine Legband, Bill Wright and Christopher Keifer. Nays – None. Abstain – None. Absent – None. Chair voting. Motion carried.

Motion by Bill Wright to approve the Wagenlander & Heisterkamp, LLC. contract extension. Seconded by Christopher Keifer. On roll call vote: Ayes – Christine Legband, Alexcia Boggs, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

The NPHA Tribal Council Quarterly Report was presented to the BOC.

## **EXECUTIVE SESSION**

Motion by Christopher Keifer to go into executive session at 6:36 p.m. Seconded by Bill Wright. On roll call vote: Ayes – Christine Legband, Alexcia Boggs, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

Discussion for Composition Addition, Audience Request 2022 – 06 and BOC Comments.

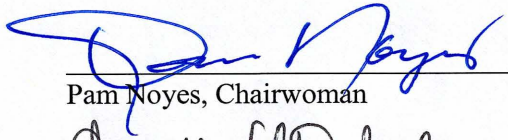
Motion by Bill Wright to come out of Executive Session at 7:16 p.m. Seconded by Christine Legband. On roll call vote: Ayes – Bill Wright, Pam Noyes, Christopher Keifer, Alexcia Boggs and Christine Legband. Nays – None. Abstain – None. Absent – None. Chair voting. Motion carried.

## **ADJOURN**

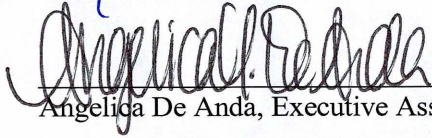
There being no further business, the meeting was adjourned at 7:17 p.m. by Chairwoman Pam Noyes.

The next BOC meeting will be held on February 10, 2023 at the Holiday Inn Express in Lincoln, NE at 5:00 p.m.

**APPROVED**



Pam Noyes, Chairwoman



Angelica De Anda, Executive Assistant

2-10-2023

Date

February 10, 2023

Date