

Northern Ponca Housing Authority  
Board of Commissioners Regular Meeting  
February 10, 2023 – Lincoln

**CALL TO ORDER**

Minutes of the Northern Ponca Housing Authority (NPHA) Board of Commissioners (BOC) regular meeting held February 10, 2023 in Lincoln, NE. The meeting was called to order at 5:07 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, Justine Knapp, Director of Development via Lifesize and Angelica De Anda, Executive Assistant. Public Attendees: None.

The invocation was given by Christine Legband.

**APPROVAL OF AGENDA**

Motion by Christine Legband to approve the agenda for the February 10, 2023 BOC Regular Meeting. Seconded by Alexcia Boggs. 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 January 13, 2023 Quarterly Meeting with the removal of Alex Villalpando, Director of Maintenance as an attendee. 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.

**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 January.
- b) An update was given on the State/Tribal Planning Committee Meeting.
- c) NPHA Staff had Procurement Training with Vince Franco.
- d) An update was given on the Contract Meeting with Dicon Corporation.
- e) An update was given on the Grants Evaluation & Management System (GEMS) training.
- f) NPHA had a discussion with Sylvia regarding the IHBG-Competitive Grant and Dicon Corporation.
- g) An update was given on the FY2022 IHBG-Competitive Grant Submission.
- h) NPHA had a meeting with Big Fire Law & Policy Group.
- i) An update was given on upcoming events.
- j) 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 January.
- b) An update was given on NPHA Current Grant Awards.
- c) Discussed the January revenues and expenditures.

The Maintenance report was presented by Joey Nathan, Executive Director 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 January.
- 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) Working on Total Compensation Statements for staff.
- c) An update was given on Annual Reviews, one was completed in January and two are outstanding for 2022.
- d) An update was given on staff development, future trainings and training budget.
- e) An update was given on the IHBG-Competitive Grant submission.
- f) NPHA Staff are reviewing and revising SOP's.
- g) Working on succession planning.
- h) Preparing for the Omaha Elder Community Groundbreaking.
- i) NPHA hosting an open house for tribal members and tenants at the new Sioux City Tri-Plex.
- j) An update was given on Homeowner Assistance Funds (HAF).
- k) An update was given on current projects.

### **UNFINISHED BUSINESS**

NPHA sent the Dicon Corporation contract to the BOC for review. The contract is for the completion of the Omaha Elder Project and will cost \$12,290,599.00. The NPHA BOC approved the contract by e-vote. Majority vote was obtained by January 29, 2023.

Motion by Christopher Keifer to ratify the approval of the Dicon Corporation approving the contract price of \$12,290,599.00 and as the General Contractor for Ponca Heights. Seconded by Christine Legband. On roll call vote: Ayes – Pam Noyes, Christine Legband, Christopher Keifer and Bill Wright. Nays – None. Abstain – Alexcia Boggs. Absent – None. Chair voting. Motion carried.

### **NEW BUSINESS**

Motion by Alexcia Boggs to rescind Resolution 2015-05 – Adoption of Audience Request SOP and Audience Request Form. Seconded by Christopher Keifer. 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.

Motion by Christopher Keifer to approve the Records Security Policy as presented. Seconded by Christine Legband. 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.



Motion by Bill Wright to approve the Procurement Policy as presented. Seconded by Christopher Keifer. On roll call vote: Ayes – Alexcia Boggs, Christine Legband, Christopher Keifer and Bill Wright. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

Motion by Christine Legband to approve the Tenant-Based Rental Assistance Policy as presented. Seconded by Alexcia Boggs. 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.

### **EXECUTIVE SESSION**

Motion by Christine Legband to go into executive session at 6:27 p.m. Seconded by Christopher Keifer. 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.

Discussion for BOC Comments.


Motion by Alexcia Boggs to come out of Executive Session at 6:54 p.m. 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.

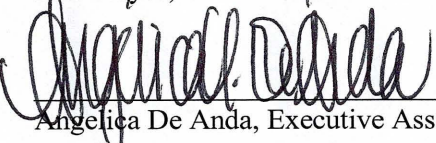
### **ADJOURN**

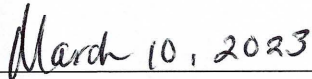
There being no further business, the meeting was adjourned at 6:55 p.m. by Chairwoman Pam Noyes.

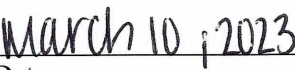
The next BOC meeting will be held on March 10, 2023 at the South Sioux City Marriott Riverfront in South Sioux City, NE at 5:00 p.m.

### **APPROVED**

  
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Pam Noyes, Chairwoman

  
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Angelica De Anda, Executive Assistant

  
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Date

  
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Date