

Northern Ponca Housing Authority
Board of Commissioners Quarterly Meeting
April 7, 2023 – Norfolk

CALL TO ORDER

Minutes of the Northern Ponca Housing Authority (NPHA) Board of Commissioners (BOC) quarterly meeting held April 7, 2023 in Norfolk, NE. The meeting was called to order at 5:09 p.m. by Chairwoman Pam Noyes. Roll Call: Pam Noyes, Chairwoman, Bill Wright, Vice-Chairman, Alexcia Boggs, Treasurer (Lifesize), 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, Angelica De Anda, Executive Assistant, and Theodora Medel, Admissions & Occupancy Specialist. Public Attendees: None.

The invocation was given by Christine Legband.

APPROVAL OF AGENDA

Motion by Christopher Keifer to approve the agenda for the April 7, 2023 BOC Quarterly Meeting. 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.

APPROVAL OF MINUTES

Motion by Christine Legband to approve the minutes from the March 10, 2023 Regular Meeting. Seconded by Bill Wright. 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 Admissions & Occupancy report was presented by Theodora Medel, Admissions & Occupancy Specialist 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) As of 03/31/2023, the percent of current client's accounts with a zero balance was 78%. The dollar amount of current client TARs increased from \$18,002.19 in December 2022 to \$25,283.44 in March 2023. (A difference of \$7,281.25).
- d) An update was given on NPHA waiting list by service area.
- e) Theodora Medel & Alex Villalpando presented the NPHA Admissions & Occupancy Lease revisions to the BOC, motion needed.
 - a. Motion by Christopher Keifer to approve the NPHA Admissions & Occupancy Lease revisions as presented. Seconded by Christine Legband. 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 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 March.
- b) An update was given on the Native American Indian Housing Council (NAIHC) conference attended in March.
- c) An update was given on SOP's NPHA staff completed.
- d) An update was given on upcoming events.
- e) 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 March.
- b) An update was given on NPHA Current Grant Awards.
- c) Discussed the March 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 March.
- f) An update was given on monthly work orders.
- g) Completed the Maintenance Self-Monitoring Review.

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 annual reviews, one was completed in March.
- 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.
- g) 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 February, March, and April.
- h) 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) Applicants.
 - b) An update was given on Down Payment Assistance (DPA).
 - c) An update was given on Tenant Homeownership Program (THOP).
 - d) An update was given on the IHBG-ARP Home Rehab, one complete application.
 - e) An update was given on all meetings/trainings attended.

**Alexcia Boggs absent at 6:27 p.m., returned at 6:30 p.m.*

Motion by Christopher Keifer to rescind the motion to approve the agenda for the BOC Quarterly Meeting held on April 7, 2023. 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.

Motion by Christopher Keifer to approve the agenda for the BOC Quarterly Meeting on April 7, 2023 with the addition of 3. Thiele Geotech Inc. Contract – Motion under New Business. Seconded by Christine Legband. 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.

NEW BUSINESS

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

Motion by Christine Legband to approve the 2023 BOC Meeting Schedule revision to move the May meeting to May 12, 2023 via Lifesize. 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 Christopher Keifer to approve Thiele Geotech Inc. Contract in the amount of \$69,087.76. Seconded by Alexcia Boggs. 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.

EXECUTIVE SESSION

Motion by Christine Legband to go into executive session at 6:48 p.m. Seconded by Bill Wright. 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 Christopher Keifer to come out of Executive Session at 7:00 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.

ADJOURN

There being no further business, the meeting was adjourned at 7:01 p.m. by Chairwoman Pam Noyes.

The next BOC meeting will be held on May 12, 2023 via Lifesize at 1:00 p.m.

APPROVED


Pam Noyes, Chairwoman

6-9-2023
Date


Angelica De Anda, Executive Assistant

June 9, 2023
Date