

Northern Ponca Housing Authority  
Board of Commissioners Quarterly Meeting  
April 12, 2024 – Norfolk

**CALL TO ORDER**

Minutes of the Northern Ponca Housing Authority (NPHA) Board of Commissioners (BOC) quarterly meeting held April 12, 2024 in Norfolk, NE. The meeting was called to order at 5:24 p.m. by Chairwoman Pam Noyes. Roll Call: Pam Noyes, Chairwoman, Christopher Keifer, Vice-Chairman, Alexcia Boggs, Treasurer, Christine Legband, Secretary and Bill Wright, 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: Rhonda Oestreich, Kevin Boettger and Susan Pensick.

The invocation was given by Christine Legband.

**APPROVAL OF AGENDA**

Motion by Christine Legband to approve the agenda for the April 12, 2024 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 March 8, 2024 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 Christine Legband to approve the minutes from the March 26, 2024 Special Meeting. 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.

**PUBLIC COMMENTS**

None.

**AUDIENCE REQUESTS**

- 1) 2024-01
- 2) 2024-02
- 3) 2024-03

**EXECUTIVE SESSION**

- 1) BOC Comments
- 2) Audience Requests

Motion by Christopher Keifer to go into executive session at 5:27 p.m. Seconded by Bill Wright. 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.

Discussion for BOC comments and audience requests.

Motion by Alexcia Boggs to come out of executive session at 7:25 p.m. Seconded by Bill Wright. 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.

## **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 March.
- b) An update was given on the PTN Winter Count.
- c) An update was given on the STAR Program.
- d) An update was given on the IHBG-Competitive Grant preparation.
- e) An update was given on the UNAHA Meeting.
- f) An update was given on the succession planning.
- g) An update was given on revisions of the NPHA By-Laws and BOC Policy.
- h) An update was given on upcoming events.
- i) 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 emergency calls, move ins, move outs and unit testing.
- b) An update was given on meetings and trainings attended in March.
- c) An update was given on all construction projects.
- d) An update was given on the ICDBG/IHBG/HOHIA projects.
- e) An update was given on the vacant units and released units.
- 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 the YIP Program.
- c) An update was given on professional development and future conferences.
- d) An update was given on grants submitted, the ROSS Grant and the Native American Community Impact Grant.
- e) An update was given on succession planning.
- f) An update was given on the Employee Handbook Revisions.
- g) An update was given on the Homeowner's Assistance Fund (HAF).

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) As of 03/31/2024, the percent of current client’s accounts with a zero balance was 83%. The dollar amount of current client TARs decreased from \$44,458.00 in December 2023 to \$39,197.00 in march 2024. (A difference of \$5,261.00).
- d) An update was given on current Ponca Head of Households occupying NPHA units.
- e) An update was given on NPHA waiting list by service area.
- f) An update was given of Ponca Members on the waiting list.

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/events attended.
- b) An update was given on resource referrals, home visits, and additional services provided to tenants and tribal members.

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

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

**NEW BUSINESS**

Motion by Christopher Keifer to ratify the approval of Employee #128 Pay Rate Adjustment. Seconded by Bill Wright. 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.

Discussed and reviewed the NPHA Quarterly Report for Tribal Council with BOC.

**ADJOURN**

There being no further business, the meeting was adjourned at 8:33 p.m. by Chairwoman Pam Noyes.

The next BOC meeting will be held on May 10, 2024 at the Northern Ponca Housing Authority in Omaha, NE at 5:00 p.m.

**APPROVED**

  
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 Pam Noyes, Chairwoman

5/10/2024  
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 Date

  
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 Angelica De Anda, Executive Assistant

5/10/2024  
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 Date