

Northern Ponca Housing Authority
Board of Commissioners Quarterly Meeting
January 10, 2025 – Norfolk

CALL TO ORDER

Minutes of the Northern Ponca Housing Authority (NPHA) Board of Commissioners (BOC) quarterly meeting held January 10, 2025 in Norfolk, NE. The meeting was called to order at 5:05 p.m. by Chairwoman Pam Noyes. Roll Call: Pam Noyes, Chairwoman, Christopher Keifer, Vice-Chairman, Jamie Lemus, Treasurer, Christine Legband, Secretary, Raven Perales, Commissioner, and Bill Wright, Elder Advisor. Absent: None. Also, present: Joey Nathan, Executive Director, Don Magnuson, Director of Finance, Alex Villalpando, Director of Maintenance, Angelica De Anda, Executive Assistant, Shelby Coffman, Homeownership Coordinator, Justine Knapp, Development Coordinator, Theodora Medel, Admissions & Occupancy Counselor, and Christina Froehlich, Admissions & Occupancy Counselor. Public Attendees: None.

The invocation was given by Christine Legband.

APPROVAL OF AGENDA

Motion by Christine Legband to approve the agenda for the January 10, 2025 BOC Quarterly Meeting. Seconded by Christopher Keifer. On roll call vote: Ayes – Raven Perales, Christine Legband, Jamie Lemus, and Christopher Keifer. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

APPROVAL OF MINUTES

Motion by Raven Perales to approve the minutes from the December 13, 2024 Regular Meeting. Seconded by Jamie Lemus. On roll call vote: Ayes – Christopher Keifer, Christine Legband, Jamie Lemus, and Raven Perales. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

PUBLIC COMMENTS

None.

REPORTS/UPDATES

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

- a) An update was given on NPHA grants.
- b) An update was given on the Real Property Acquisition Policy revisions.
- c) An update was given on Tenant Based Rental Assistance Program (TBRAP).
- d) An update was given on Homeowner Home Improvement Assistance (HOHIA).
- e) An update was given on Homeowner's Assistance Fund (HAF).

The Homeownership report was presented by Shelby Coffman, Homeownership Coordinator 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).
- e) An update was given on the HOHIA Program.

The Admissions & Occupancy report was presented by Christina Froehlich, Admissions & Occupancy Counselor and Theodora Medel, Admissions & Occupancy Counselor and discussed by the BOC.

- a) An update was given on occupied units.
- b) An update was given on NPHA waiting list by service area.
- c) An update was given on utilities paid for elderly/disabled for all areas.
- d) An update was given on rental income, as well as breakdown for rent charges.

The ROSS report was presented by Joey Nathan, Executive Director and discussed by the BOC.

- a) An update was given on all meetings/trainings/events attended.
- b) An update was given on resource referrals, programs applied for, and additional services provided to tenants and tribal members.

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 the Brosz Contract.
- c) An update was given on the APR Preparation.
- d) An update was given on the IHP.
- e) An update was given on the PTN Winter Count.
- f) Reviewed the Tribal Council Quarterly Report.
- 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 emergency calls, move ins, move outs and unit testing.
- b) An update was given on meetings and trainings attended in December.
- 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.

UNFINISHED BUSINESS

Motion by Jamie Lemus to table the NPHA Employee Policy & Procedure Manual. Seconded by Christopher Keifer. On roll call vote: Ayes – Christine Legband, Raven Perales, Christopher Keifer, and Jamie Lemus. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

EXECUTIVE SESSION

Motion by Christine Legband to go into executive session at 6:45 p.m. Seconded by Jamie Lemus. On roll call vote: Ayes – Jamie Lemus, Christopher Keifer, Raven Perales, and Christine Legband. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

Discussion for the BOC Comments and Tenant Updates.

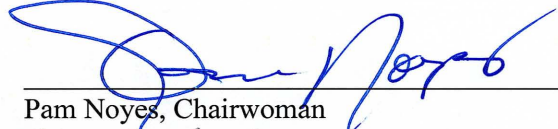
Motion by Christine Legband to come out of Executive Session at 7:33 p.m. Seconded by Raven Perales. On roll call vote: Ayes – Raven Perales, Christine Legband, Jamie Lemus, and Christopher Keifer. Nays – None. Abstain – None. Absent – None. Chair not voting. Motion carried.

ADJOURN

There being no further business, the meeting was adjourned at 7:34 p.m. by Chairwoman Pam Noyes.

The next BOC meeting will be held on February 7, 2025 at the Holiday Inn Lincoln I-80 in Lincoln, NE at 5:00 p.m.

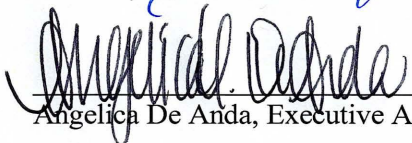
APPROVED



Pam Noyes, Chairwoman

2/7/2025

Date



Angelica De Anda, Executive Assistant

2/7/2025

Date