

January 30, 2019

18-03

### **Caribou Housing Authority Board of Commissioners**

The Caribou Housing Authority Board of Commissioners had a meeting on Wednesday, September 19, 2018 at 6:00 PM in the Council Chambers with the following members present: JR Belanger, Jay Kamm, Phil McDonough and Mark Goughan. Mary Kate Barbosa and Carman Durost were absent and excused. Sandra Bittle was absent and unexcused.

Department Manager and Staff: Lisa Plourde, Housing Director; and Ken Murchison, Zoning Administrator.

#### **Agenda #1: Call to Order**

Meeting started at 6:01 PM

#### **Agenda #2: Roll Call/Quorum Check**

#### **Agenda Item #3: Approval of April 25, 2018 Minutes**

J. Kamm motioned to accepted the minutes as presented, seconded by P. McDonough; vote unanimous

#### **Agenda #4: Public Input/Comments**

None

#### **Agenda #5: Reports from Housing Authority**

- a. Revised Office Hours – Effective October 1, 2018: Monday & Wednesday is Walk-In Days; Tuesday & Thursday are Appointment Days; Fridays closed to the public.
- b. Financials – FY 2018 Summary
- c. 2019 Proposed Budget – J. Kamm made a motion to accept the 2019 Proposed Budget as presented, seconded by M. Goughan; vote unanimous.
- d. FY 2017, 48 Landlords with 187 Units in Caribou received \$774,027 in Housing Assistance Payments (HAP)
- e. Trainings/Meetings –
  - i. Fair Market Rent/Payment Standards for FY 2019
  - ii. Mainstream Vouchers, wasn't approved for upcoming fiscal year. However, there may be more funding/Vouchers being released next year.
  - iii. Administration Fees may be going up from 77% to 80%; but not a definite per HUD
  - iv. Housing Assistance Payment funding from HUD, still a shortfall, not enough to lease up to 100% allocated Vouchers.

- v. HUD is talking about visiting every Public Housing Authority every three (3) years. Caribou Housing was last visited in 2016.
- vi. UPCS-V Training - will be closed the week of October 23<sup>rd</sup> for training. Two HUD staff coming up to present and train on the software package, UPCS-V training that will be coming out in the next year or two. By taking the training now, we are saving money for HUD is coming to us (no traveling, and purchase of equipment). Current inspection software only tells HUD if the unit passed or failed. The new software will tell HUD what specifically failed and if it was corrected or not.
- vii. Family Self-Sufficiency Training – Sue will be going to training in November for elective training on how to make the program more effective.
- viii. Housing America Month – October is Housing America Month, going to see if City if will make a proclamation

**Agenda #6: Old/Unfinished Business**

- a. By-Laws: Needs to be a top priority, as a workshop. Board members are going to be reviewing their copy of the By-Laws, turning in their suggestions/comments to L. Plourde to rewrite the changes, and review for the next meeting.

**Agenda #7: New Business**

- a. Administration Plan, Revisions – For clerical changes, only, to the Administration Plan, Board sees no need to hold a public hearing. Post it the changes, as required, giving people a chance to comment. If no comments, Board will sign off on the changes.
- b. Next Meeting Date – November 28, 2019.

**Agenda #8: General Comments**

Nothing

**Agenda #9: Adjournment**

The meeting ended at 7:30 PM.

Lisa Plourde, Secretary  
Housing Director