



CARIBOU HOUSING AGENCY

Housing Choice Voucher Program

25 High Street

Caribou, ME 04736

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www.cariboumaine.org



Caribou Housing Agency Board of Commissioners Meeting and Agenda

Notice is hereby given that the Caribou Housing Agency Board of Commissioners will hold a Board Meeting on **Wednesday, March 3, 2020, 5:30 PM**, in the Council Chambers located at 25 High Street, Caribou Maine.

1. Call to Order and Roll Call, Welcome & Introduce New Members
2. Election of Chairperson for 2020
3. Election of Vice-Chairperson for 2020
4. Approval of Minutes,
 - a. Meeting held April 23, 2019
 - b. Meeting held October 17, 2019
5. New Business
 - a. Tenant Commissioner
6. Unfinished Business
 - a. Confidentiality Agreement
 - b. Lawsuit, update
7. Reports and Discussion of Commissioners
8. Next Meeting
9. Adjournment

April 23, 2019

19-03

Caribou Housing Authority Board of Commissioners

The Caribou Housing Authority Board of Commissioners had a meeting on Tuesday, April 23, 2019 at 6:00 PM in the Council Chambers with the following members present: JR Belanger, Jay Kamm, Mark Goughan, Thomas Ayer, and Mary Kate Barbosa. Sandra Bittle and Carman Durost were absent and unexcused.

Department Manager and Staff: Sue Ouellette, FSS/Homeownership Coordinator, and Ken Murchison, Zoning Administrator. Lisa Plourde, Housing Director was absent and excused.

Agenda #1: Call to Order

Meeting started at 6:00 PM

Agenda #2: Roll Call/Quorum Check

Agenda #3: Approval of Minutes (February 7, 2019 meeting and March 12, 2019 workshop)

M. Barbosa pointed out a couple of grammatical errors in the February 7th and March 12th minutes.

M. Barbosa motioned to approve the minutes as amended, seconded by M. Goughan; vote unanimous.

Agenda #4: Public Hearings:

Public Hearing opened at 6:09 PM.

No comments from the public.

Public Hearing closed at 6:10 PM

A. By-Laws

T. Ayer motioned to accept as presented, M. Barbosa seconded; vote unanimous.

B. Action Plan (Family Self-Sufficiency),

M. Barbosa motioned to accept, T. Ayer seconded; vote unanimous

C. Administration Plan (Housing Choice Voucher/Section 8)

M. Barbosa motioned to accept, T. Ayer seconded; vote unanimous

D. Procurement Policy

M. Barbosa made the motion to table the Procurement Policy until the next meeting, seconded by T. Ayer; vote unanimous.

Agenda #5: Next Meeting Thursday, August 15th at 6:00 PM

May 16, 2019 meeting has been cancelled.

Other:

J. Belanger spoke about how S. Ouellette held a Homeownership class on Tuesday, April 23rd, and only 3 participants showed.

K. Murchison mentioned that originally 40 families were invited.

S. Ouellette mentioned that 5 families had RSVP'd but only 3 showed; from now on she will approach participants as they come in for their annuals.

J. Belanger commended S. Ouellette on the attempt and the work that she is doing.

Agenda #6: Adjournment

T. Ayer motioned to end the meeting, seconded by M. Goughan; vote unanimous

The meeting ended 6:38 PM.

Lisa Plourde, Secretary
Housing Director

December 30, 2019

19-04

Caribou Housing Authority Board of Commissioners

The Caribou Housing Authority Board of Commissioners had a meeting on Thursday, October 17, 2019 at 12 PM in the Council Chambers with the following members present: JR Belanger, Jay Kamm, and Mary Kate Barbosa. Mark Goughan, Tom Ayer, Sandra Bittle, and Carman Durost were absent and unexcused.

Department Manager and Staff: Ken Murchison, Zoning Administrator. Lisa Plourde, Housing Director, and Sue Ouellette, FSS/Homeownership Coordinator.

Agenda #1: Call to Order

Meeting started at 12:00 PM

Agenda #2: Roll Call/Quorum Check

There were not enough Board Members present, for a quarm.

Agenda #3: Approval of Minutes, April 23, 2019)

Minutes were not approved nor accepted, due to no quarm.

Agenda #4: Housing Update

A. 2020 Proposed Budget

Board member present, received a copy of the 2020 Proposed Budget. Proposed budget was not officially accepted.

Agenda #5: Financial Report

Agenda #6: Old Business

Agenda #7: New Business

A. City of Caribou Comprehensive Plan

B. Other:

Board member were told about a pending lawsuit against the Housing Authority. Staff recently meet with Rick Solman, Solman & Hunter, who will be handling the case.

Agenda #8: Adjournment

Meeting ended at 1 PM.

Lisa Plourde, Secretary
Housing Director



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Confidentiality Agreement for Volunteer and Board Members

All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of Caribou Housing Agency is confidential. "Confidential" means that you are free to talk about Caribou Housing Agency and about your program and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known.

No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

Caribou Housing Agency expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Failure to maintain confidentiality may result in removal/dismissal, or other corrective action. This policy is intended to protect you as well as Caribou Housing Agency because in extreme cases, violations of this policy also may result in personal liability.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your assignment as a volunteer/board member, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

Certification

I have read Caribou Housing Agency's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the Caribou Housing Agency's Director immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including removal/dismissal with Caribou Housing Agency

Signature

Print Name

Date

