

HOUSING AUTHORITY BOARD

Minutes

December 18, 2008

The Tucumcari Housing Authority Board met for their regular monthly meeting on Thursday, December 18, 2008, at 5:00 p.m. at Tucumcari City Hall. Members present constituting a quorum included Jim Lafferty, Antonio Apodaca, Robert Lumpkin, and Jim Witcher.

City and Housing Authority staff present were John Sutherland, City Manager; Jeannette Maddaford, City Clerk; Wilhemina Martin, Housing Authority Executive Director; Hermalinda Diaz, Housing Authority Recertification Specialist.

Consideration of Additions/Deletions to the Agenda

None

Approval of Minutes

A motion was made by Mayor Pro Tem Witcher and seconded by Commissioner Lumpkin to approve the minutes of the November 19, 2008 Housing Authority regular meeting. Roll Call

Apodaca	Lumpkin	Witcher	Lafferty
Yes	Yes	Yes	Yes

Review of Financial Statements

Executive Director Martin reported that the department drew down \$26,000 and \$21,000 showed up for the month of November. The bills amounted to \$12,012.10. Mr. Sutherland shared budget sheets he prepared for himself to track the Housing Authority budget. Ms. Martin showed the subsidies that the department is drawing down however; they are still around \$12,000 short due to the month they were unable to draw down when clocks were closed. This shortfall will be covered in the draw downs over the next several months.

In the section Eight program, there were 126 vouchers for the month of November. Two voucher clients were lost. The department is still losing some money but will recuperate a total of \$110,000 by the end of the year. A journal entry still needs to be done for administrative salaries. There was a large maintenance expense to repair a brick wall. As soon as CFP money is received, the repair expense will be covered. Mayor Pro Tem Witcher asked how many vouchers the department is allocated and Ms. Martin responded that 134 are allocated. The department handed out nine vouchers in the month and four of those have received housing. The number of vouchers allocated may be reviewed in a few months to ensure that all funds are dispersed.

Commissioner Lafferty expressed concern regarding line items that were over budget. Commissioner Lafferty questioned if draw downs impact the budget amounts. Ms. Martin responded that CFP draw downs do impact the budget because it is not included in the budget. Commissioner Lafferty inquired where the CFP money is budgeted. Ms. Martin indicated that there is a CFP fund in which the money is deposited which currently has a balance of \$66,000. Budget adjustments will be executed as CFP funds are drawn down. Commissioner Lafferty expressed further concern regarding line items that are over budget. Mr. Sutherland clarified that the department has paid invoices for items that were not in

the budget with the anticipation that monies will be reimbursed through grant funds. It appears that the department is over budget, however CFP funds will be received and the budget will again be in the black. Commissioner Lafferty wanted clarification regarding reading the reports and determining if the department is within budget. Ms. Martin clarified that when CFP funds are received, the expenses will be backed out of the budget. Ms. Martin stated that the expenses need to be detailed in the budget in order for audit purposes. Mr. Sutherland said the budget will not change. Mr. Sutherland pointed out that the overall budget is not in the red. Commissioner Lafferty expressed concern over the report not being understandable to the Commission.

Approval of Invoices

A motion was made by Mayor Pro Tem Witcher and seconded by Commissioner Lumpkin to approve the invoices for payment. Roll Call:

Lumpkin	Witcher	Lafferty	Apodaca
Yes	Yes	Yes	Yes

Executive Director's Report

The Commission was provided a copy of the Corrective Action Plan. Each finding was detailed in the plan as well as how the department has addressed the items. Ms. Martin said that the department has pulled the files for clients involved in the last two findings for review. Ms. Martin said that some of the findings will not be resolved this year because the third party verification systems have only been in place since August. The department will continue to be marked as "troubled" by HUD for another year.

Old Business

Ms. Martin reported that the US Collections Contract has not been reviewed by the attorney. Mayor Pro Tem Witcher stated that it appears to be a standard contract. Ms. Martin reminded the Commission that they asked that tenants have 90 days as opposed to 30 days before they are turned over to collections. Ms. Martin stated that tenants will be made aware that they will be responsible for paying up to 50% of the collections fees if they are sent to collections. Mayor Pro Tem Witcher made a motion to approve the US Collections Contract. The motion was seconded by Commissioner Lumpkin. Roll Call:

Witcher	Lafferty	Apodaca	Lumpkin
Yes	Yes	No	Yes

Mayor Apodaca stated that he wanted the attorney to review the contract before he would feel comfortable approving the contract.

New Business

Mayor Pro Tem Witcher made a motion to approve Resolution 2008-13 – A resolution approving US Collections Contract and verbiage to be added to lease both for Section 8 and Public Housing. Commissioner Lumpkin seconded the motion. Roll Call:

Lafferty	Apodaca	Lumpkin	Witcher
Yes	No	Yes	Yes

Mayor Pro Tem Witcher made a motion to approve Resolution 2008-14 – A Resolution approving corrective action plan for SEMAP. The motion was seconded by Commissioner Lumpkin. Roll Call:

Lafferty	Apodaca	Lumpkin	Witcher
Yes	Yes	Yes	Yes

Items from Board Members

Commissioner Lumpkin appreciated the hard work Ms. Martin has done on the Housing Authority Corrective Action Plan.

Mayor Pro Tem Witcher wished Ms. Martin and the Housing Staff a Merry Christmas and Happy New Year.

Mayor Apodaca echoed the Merry Christmas wish to the staff and their families.

Adjournment

A motion was made by Mayor Pro Tem Witcher and seconded by Commissioner Lafferty to adjourn the meeting. Time noted 5:30 p.m. Roll Call:

Apodaca	Lumpkin	Witcher	Lafferty
Yes	Yes	Yes	Yes

Antonio Apodaca, Mayor

ATTEST:

Christine Dougherty, City Clerk