**HOUSING AUTHORITY OF THE CITY OF MERRILL**

**DBA MERRILL AREA HOUSING AUTHORITY**

**SECTION 8 HOUSING**

**BOARD OF COMMISSIONERS**

**MEETING MINUTES**

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| **Regular Meeting** |  | **June 16, 2020** |  | **Main Office (7:00 am)** |

1. **Call to Order:** Chair Laufenberg called the meeting to order at 7:04am
2. **Roll Call:** Chair Jill Laufenberg, Vice Chair Nancy Kwiesielewicz, Kevin Cohrs, Linda Murray, Kent Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, Tenant Advisor Teresa Baker and Ex-Officio Rick Blake.
3. **Public Comment:** None
4. **Approval of Meeting Minutes:**  Motion to approve (Cohrs/Murray). 5 Ayes, Motion carried.
5. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Murray). Roll call 5 Ayes, motion carried.
6. **Old/Unfinished Business:**
   1. **Future Housing Projects Subcommittee Members:** The committee members have agreed to meet after Bluejay Home Build 2 is completed and ready to rent. The start of Bluejay Build #3 will depend on the steps the school will take to open this fall. The committee will utilize email to communicate until further notice.
7. **New Business:**
   1. **Chair/Vice Chair Election:** According to the by-laws the Chair and Vice Chair roles must be voted on at the Annual Meeting. After brief discussion, the commissioners voted to have Commissioner Laufenberg remain as Chair and Commissioner Kwiesielewicz remain as Vice Chair. Motion to Approve (Cohrs/Johnson). 5 Ayes Motion Carried.
   2. **Annual Report:** Briefed by Executive Director Ross the information provided and that a copy will be sent via email to shareholders.
   3. **By-Laws Review:** The review of the By-Laws took place with no request for changes.
8. **Assistant Director**
   1. **Maintenance Updates:** As ofMay, both programs had 100% occupancy, which allowed maintenance to focus on updating the landscape at both high-rise building. The install of the 10-year smoke detector batteries started at Jenny Towers to help reduce the number of calls received after hours. Items identified under the prior REAC inspection continue to be addressed and fixed. The part-time maintenance employee resigned at the beginning of June.
   2. **COVID-19 Update:** The Lincoln County Health Department is recommending that we continue to limit access to the common areas of our buildings and practice social distancing. Sanitizing of the areas touched most by tenants continues daily and the offices remained closed to public with staff working on-site.
   3. **Bluejay House #1:** Missing piece of siding has been installed.
   4. **Bluejay House #2:** The cause of delay for lowering the house on the foundation was that the basement has filled with water from recent rainfalls. Pumping the water out continues to be able to complete the foundation and then have the house lowered within the week.
   5. **Bluejay House #3:** Contact continues with the Tech Ed Teacher on how the 2020-2021 school year will look and the search for a lot continues.
   6. **Grand Ave Parking:** Contact has been made with several contractors to request quotes for the improvements needs for the parking lot.
9. **Executive Director Report Updates:**
   1. The weekly calls from the health department have been cancelled due to no rise in confirmed COVID-19 cases in Lincoln County in the past 3 weeks. The ADRC meals is considering having meals served on-site after the end of June. The common areas at the various buildings will start to open at the end of this week. We will continue to emphasize social distancing and that these areas are only to be used by tenants and no one can reserve the rooms for large family gathers. The process of getting more familiar with the new accounting software is improving as we have neared the end of the training portion. The staff has done an amazing job dealing with all the changes and hurdles that have been presented over the past 3 – 4 months. Executive Director Ross will start the process in July of cross training Theresa Schmeltzer and Jamie Schmeltzer.
10. **Tenant Advisor Updates** 
    1. **Park Place/Stonebridge – Teresa Baker**

Teresa reported that the coffee clutch was disbanded until further notice with community room closed. Everyone is excited to see the flagpole getting put up and to have chairs back outside.

* 1. **Jenny Towers – Rick Blake**

Tenants are happy that the weather has been good so they can get out of their apartments and sit outside. They have done a good job keeping distance. Everything seems to be running smoothly.

1. **Next Regular Monthly Meeting:** Tuesday, July 21, 2020 7:00am via Zoom Meeting
2. **Adjournment:** Meeting adjourned at 8:05am (Kwiesielewicz/Murray). 5 ayes. 8:05am