

**WYOMING HOUSING COMMISSION MEETING**  
**2450 36<sup>TH</sup> ST. SW**  
**HOUSING COMMUNITY ROOM**  
**TUESDAY, FEBRUARY 16, 2010 @1:00PM**  
**MINUTES**

**Call to Order**

A regular meeting of the Wyoming Housing Commission was held on February 16, 2010. Commissioner Dee Butts called the meeting to order at 1:10 P.M.

**Roll Call**

Present: Sally Karasiewicz, Delores Butts, Barb Van Duren, and Don Dykstra. Motion was made by Commissioner Butts to excuse Gerald Snyder, all ayes.  
Also present: Helen Haight, Jack Sluiter, Troy Rinks, Rebeca Geerling, and other observers.

**Approval of Minutes**

A motion was made by Commissioner Karasiewicz and seconded by Commissioner Van Duren to approve the minutes of the regular meeting held on January 19, 2010. All ayes.

**Approval of Agenda**

A motion was made by Commissioner Karasiewicz and seconded by Commissioner Van Duren to approve the amended agenda. All ayes.

**Public Comments on Agenda Items** (3 minute limit per person)

There were no public comments.

**Petitions and Communications**

There were no Petitions or Communications.

**Public Housing/Section 8**

A motion was made by Commissioner Van Duren and seconded by Commissioner Dykstra to approve the Public Housing and Section 8 bills for January 10, 2010. All ayes.

The Commission reviewed the financial statements for December 2009 for both Public Housing and Section 8. The Commission reviewed the monthly cash flow budget for January 2010, CFP Expenditures and the Investment Register.

**Report from Housing Director**

- a. The Director and the Board reviewed the Inspection Count for years 2004-2009.
- b. The Director advised the Board that the RFP was completed for the Inspector Contract for HCV and requested the board inform her how to proceed,. Commissioner Karasiewicz stated she didn't feel comfortable without knowing the City's position on the HUD letter dated December 15, 2009. Commissioner Van Duren indicated that City Manager Curtis Holt plans to meet with the board to discuss the response from HUD, the By-Laws and the Agreement with the City, perhaps by a special meeting. The Board concurred to proceed with the RFP.
- c. The Comprehension Report was completed by the Director and closed by HUD, the outstanding amount of \$77,000 has been forgiven. Commissioner Van Duren commended Helen for having this completed.

## **Old Business**

None

## **New Business**

- a. Approval of the Updated Procurement Policy, Resolution 4-10. A motion was made by Commissioner Dykstra and seconded by Commissioner Van Duren to approve. All ayes.
- b. Approval of the 2011 Budgets, Resolution 5-10. A motion was made by Commissioner Karasiewicz and seconded by Commissioner Van Duren to approve. All ayes
- c. Approval for Vehicle Resolution 6-10. A motion was made by Commissioner Karasiewicz and seconded by Commissioner Van Duren to approve. All ayes.
- d. Approval of Bad Debt Write off Resolution 7-10. A motion was made by Commissioner Karasiewicz and seconded by Commissioner Van Duren to approve. All ayes.
- e. Approval of the ARRA Budget Change Resolution 8-10. A motion was made by Commissioner Van Duren and seconded by Commissioner Dykstra. All ayes.
- f. Approval of Lawn Services Contract Resolution 9-10. Commissioner Karasiewicz and seconded by Commissioner Dykstra. All ayes.
- g. Review of the position upgrades were tabled until the March board meeting.
- h. A motion was made by Commissioner Van Duren to formally place Rebeca Geerling as Interim Director until a replacement was found for the position. Commissioner Butts seconded the motion. All ayes.

## **Acknowledgement of Visitors**

Commissioner Butts welcomed the public to the meeting.

## **Commissioner Comments**

Commissioners Karasiewicz requested the letter from HUD be back on the March, 2010 meeting after the City Manager and the Board discusses. Commissioner Van Duren extended her gratitude to Helen and her staff for turning the HUD completely around and said she will be missed. Commission Karasiewicz thanked Helen also and told her she did a great job. Commissioner Dykstra said he truly appreciates Helen and her staff and thinks Rebeca is very capable of performing the job as Interim Director. Commissioner Butts said she is proud to be a resident and truly appreciates Helen and her staff. The Director thanked the maintenance staff, thinks they make a good team and trusts them with her life. Helen also thanked the office staff saying they have been great.

## **Adjournment**

The meeting was adjourned at 2:00 P.M.

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Delores Butts  
Vice - Chair  
Wyoming Housing Commission

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Helen Haight  
Board Secretary  
Wyoming Housing Commission