

**WYOMING HOUSING COMMISSION MEETING**  
**2450 36<sup>TH</sup> ST SW**  
**HOUSING COMMUNITY ROOM**  
**TUESDAY, MARCH 13, 2012 @ 1:00 PM**  
**MINUTES**

**Call to Order**

A regular meeting of the Wyoming Housing Commission was held on March 13, 2012. Commissioner Gerald Snyder called the meeting to order at 1:01 PM.

**Roll Call**

Present: Gerald Snyder, Ron Dressander, Don Dykstra and Barb VanDuren.

Absent: Approval of absence of Chuck Walker. A motion was made by Commissioner Dressander and seconded by Commissioner Dykstra. All ayes.

Also Present: Rebeca Venema, Troy Rinks, Christine Roelofs, Tim Lakin and Sicora Eckert

**Approval of Minutes**

A motion was made by Commissioner Dykstra and seconded by Commissioner Dressander to approve the minutes of the regular meeting held on January 17, 2012. All ayes.

**Approval of Agenda**

Additions were made to the agenda: Added to Petitions and Communications: letter from HUD regarding Public Housing CY2012 Operating Funds. Added to New Business; Action to authorize the Board Chairman to approve the eLOCCS system. A motion was made by Commissioner VanDuren and seconded by Commissioner Dykstra 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**

The WHC received information from HUD regarding a provision within the Public Housing Operation Funding. No action from the Board is required.

**Public Housing/Section 8**

A motion was made by Commissioner Dressander and seconded by Commissioner VanDuren to approve the Public Housing and Section 8 bills for January 2012. All ayes.

**Review of Financial Statements**

The Commission reviewed the financial statements for December 2011 and January 2012, the cash flow budget for February 2012, the Investment Register and the CFP expenditures for 2010 and 2011 (no changes).

**Report from Housing Director**

- a. The Board was given revised copies of chapter 4-12 of the Administrative Plan for review. Ms. Venema indicated the WHC's intention of finalizing the revision by August 2012, and have resolution passed at that board meeting.
- b. FYE 2011 PHAS Score noted the WHC as a Standard Performer. There were some changes in how PHA's were scored last year through the new interim rule that took effect in February 2011. The WHC FYE is 3/31 and our agency only had approximately 24 working days to implement. The WHC will focus on addressing these new regulations to improve our PHAS score in the future.
- c. The Boiler, Rubbish and Lawn Care contracts were extended to the full 5 year limit, without change of rates.

### **Old Business**

- a. Ron Dressander had the opportunity to have an open dialog with the City Manager on the Agreement, but still open for further discussion. Commissioner Snyder adjourned the Agreement with the City of Wyoming for a later date.
- b. Office conversion/expansion project will be addressed once funding has been clarified and confirmed.
- c. Ms. Venema announced that the reclassification of the Executive Director position to Department Head has been approved by City Council.

### **New Business**

- a. 2010 CFP Contract to award to Omega Construction Company, Resolution 03-12. A motion was made by Commissioner Dressander and seconded by Commissioner VanDuren to approve. All ayes.
- b. UPCS Inspections Contract, Resolution 04-12. A motion was made by Commissioner VanDuren and seconded by Commissioner Dykstra. All ayes.
- c. 2013 FYE Budgets, Resolution 05-12. A motion was made by Commissioner Dressander and seconded by Commissioner Dykstra. All ayes.
- d. 2012 CFP Grant, Resolution 06-12. A motion was made by Commissioner Dressander and seconded by Commissioner VanDuren. All ayes.
- e. 2012 FSS Grant Application, Resolution 07-12. A motion was made by Commissioner Dressander and seconded by Commissioner Dykstra. All ayes.
- f. 2010 CFP Budget Revision, Resolution 08-12. A motion was made by Commissioner VanDuren and seconded by Commissioner Dykstra. All ayes.
- g. Approval of three staff members to attend specific training seminars: Troy Rinks, 2012 NAHRO Conference; Christine Roelofs, NanMcKay Hearing Officer

Training and Fred Pryor Excel Training; Rachel Brings-Plenty, Lease Up Seminar. A motion was made by Commissioner VanDuren and seconded by Commissioner Dressander. All ayes.

- h. Approval of authorizing the Board Chair to approve the eLOCCS system. A motion was made by Commissioner VanDuren and seconded by Commissioner Dykstra. All ayes.

**Acknowledgement of Visitors**

No visitors.

**Commissioner Comments**

Commissioner Dykstra commented that the staff is doing “good work”.

**Adjournment**

The meeting was adjourned at 2:27 PM.

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Gerald Snyder  
Chair  
Wyoming Housing Commission

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Rebeca Venema  
Board Secretary  
Wyoming Housing Commission