



Utah Paiute Tribal Housing Authority

565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

Utah Paiute Tribal Housing Authority Board Meeting October 21, 2016

Meeting called to order by Chairperson, Betty Cuch at 10:07 a.m.

Roll Call:

Betty Cuch –Board member, Chairperson- Cedar Band
Travis Duran- Board member, Vice-Chair- Shivwits Band
Toni Pikyavit –Board member, Secretary- Koosharem Band – excused absent
Halena Blandford-Board member, Kanosh Band
Indian Peaks Commissioner – vacant (Jeanine Borchardt)

Other Present:

James Emery, Executive Director
Jack Sawyers, Project Coordinator
Rose Black, Office Manager/Occupancy Specialist
James Jensen, Housing Attorney
Angela Broadhead, Fee Accountant
Corrina Bow, PITU-Tribal Chairwoman

Agenda:

Motion to approve Agenda for October 21, 2016, motioned by Travis Duran seconded by Halena Blandford, all in favor, motion passed.

Indian Peaks-late; Shivwits-yes; Kanosh-yes; Koosharem-absent; Cedar-yes

Motion to go into a Closed Session: Lawsuit with Indian Peaks, motioned by Travis Duran seconded by Halena Blandford, all in favor, motion passed.

Indian Peaks-yes; Shivwits-yes; Kanosh-yes; Koosharem-absent; Cedar-yes

Closed Session: 10:12 am

Jeanine was excused

Motion to adjourn Closed Session: 10:35am, motioned by Travis Duran seconded by Halena Blandford, all in favor, motion passed.

Indian Peaks-excused; Shivwits-yes; Kanosh-yes; Koosharem-absent; Cedar-yes

Reopen Regular Board Meeting: 10:35 am.

Motion to approve Rose Black to type and take minutes when Toni Pikyavit is not present, motioned by Travis Duran seconded by Halena Blandford, all in favor, motion passed.

Indian Peaks-yes; Shivwits-yes; Kanosh-yes; Koosharem-absent; Cedar-yes

Minutes:

Motion to approve August 19, 2016 minutes with corrections, motioned by Travis Duran seconded by Jeanine Borchardt, all in favor, motion passed.

Indian Peaks-yes; Shivwits-yes; Kanosh-yes; Koosharem-absent; Cedar-yes

Motion to approve September 19, 2016 minutes, motioned by Travis Duran seconded by Halena Blandford, all in favor, motion passed.

Indian Peaks-yes; Shivwits-yes; Kanosh-stepped out; Koosharem-absent; Cedar-yes

Fee Accountant- Angela Broadhead

Budget looks good as expected. Legal Fees are allocated, some to Planning and Administration and some to Operations Expenses. At the end of next year (FY 2017) we will be done with carry-overs for Housing. Next month we'll have final numbers to close out Fiscal Year 2015 and 2016. ROSS grant ended September 30, 2016.

Executive Directors Report: James Emery

Travel report: Environmental Review training in Denver, Colorado on October 10-13, 2016. -organizing and a breakdown of what the review files/assessment under environmental review. We are in the process of making files for each category.

Housing Matters in Salt Lake City, Utah on October 17-20, 2016. The focus was on Homelessness. The biggest cause for homelessness is evictions and the process of it.

Travel plans: NAIHC Leadership Institute – NTCCP-NAHASDA Low Income Tax Credits in Las Vegas, Nevada on November 7-11, 2016

Animal Policy: Pet letters were sent out to 18 residents on October 4, 2016 and the deadline to answer in on October 14, 2016 which is (10) calendar days. So far 14 tenants have complied and a follow up home visit will begin in a week.

Presented the “Request letter” from Chairwoman Bow. Requesting funds to complete work on Powwow grounds and to build a Restrooms and Showers. Board thought the letter was too vague and they requested a letter be sent and to be more specific. What do they need help with? What is still needed to complete the project?

Audit: The Auditors is scheduled to be here on December 19-21, 2016.

New position was tabled until the November 18, 2016. The Board would like to review the Job Description and to email one to Toni Pikyavit.

The Annual Christmas Party at Milt’s was changed to December 2, 2016 at 6pm.

Reminder: NAIHC Legal Symposium is at the Mirage Hotel/Casino on December 5-7, 2016 in Las Vegas, Nevada.

Rental Assistance Program- September Report - Rose Black

26 Tribal members on the program

33 Other tribes

28 Certificates available

1 Certificates Issued

0 Certificate Extensions

86 Total number of Certificates
7 Tribal members on the waiting list
26 Potential tenants on the waiting list
2 Move in(s)
1 Move out(s)
RAP Payment for the month \$32,760.00

Tenant Services – September Report - Keith Garcia

Annual inspections in the Cedar Village area.
Total of 11 homes were scheduled for inspection.
Homes passed in excellent condition: 7
Homes passed in Good condition: 3
Total of homes passed for inspection: 11
Next inspection date: October 4 and 6, 2016
Location of next Inspections: Cedar High School area.

Move in(s): Unit 202-05/Cedar City

Move out(s): Unit 61-07/Joseph
Unit 129-06/Fillmore

Meth Testing: Unit 167 Passed
Unit 61 Passed
Unit 129 Passed

He traveled to Salish/Kootenai Housing Authority on September 6-8, 2016.

ROSS Coordinator- September Report - Rebecca Gatrell

Attended Self Help Homebuyers Program Information Session
Developed Monthly ROSS class
Performed Partner Outreach within the Community on October 15, 2016
Computerized Time and Attendance Program
DPP program Administration
Collected contact information for prospective Pathways students
Updated brochures and promotional documents for Truck-or-Treat and November ROSS class
Met with 3 current tenants to provide specialized ROSS program assistance
Attended Tribal Heath Fair at Koosharem Band building with Goldie Wall.
Attended Housing Matters Conference in Salt Lake City, Utah on October 17-20, 2016
Reported on Low Rent tenants Balance Due Report which includes Attorney's list for collections and (10) Delinquent Collections information.
The Board would like a Quarterly Expense Report on the DPP and to schedule a quarterly DPP committee meeting.

Maintenance – September Report – Shawn Westwood

3 Units are ready to be occupied.

3 Units are in the process of being cleaned.

1 Unit has roach infestation and is on the pest control list.

The maintenance shop is organized and is ready to be inventoried. All sprinkler systems in each area will be winterized by October 28, 2016.

Project Coordinator - September Report - Jack Sawyers

Update report on the Tax Credit application: will be notified in December if it was approved.

Reported on the ICDBG 2013: will be closed this month

Reported on the ROSS Grant Application: will be notified in December.

Maintenance Vehicle update: two trucks to sell and purchase two new trucks, one truck is 2007 GM that was in the wreck and the other is a 2000 Ford.

Motion to sell and buy a new maintenance truck to replace the 2007 maintenance truck that has been wrecked, motioned by Jeanine Borchardt and seconded by Travis Duran, all in favor, motion passed.

Indian Peaks-yes; Shivwits-yes; Kanosh-stepped-out; Koosharem-absent; Cedar-yes

Motion to sell and get the 2000 Ford maintenance truck off the inventory, price will be set at \$2,500 “as is” (cash only and no payments will be accepted), offer will be made to Tribal members/bands first then open it to the public, fliers to be made, offer to be opened on November 21, 2016 for 30 days then open it to the public on December 21, 2016, motioned by Betty Cuch and seconded by Travis Duran, all in favor, motion passed.

Indian Peaks-yes; Shivwits-yes; Kanosh-yes; Koosharem-absent; Cedar-yes

Request for Cost of Living Increase. The Board will discuss this in a closed meeting on November 18, 2016.

Unfinished Business:

Indian Peaks’ DPP program and the trailer use issue: there is no update information at this time

New Business

Corrina Bow – Tribal Chairwoman presented her letter addressed to the Board of Commissioners. RE: Indian Peaks Band’s Drug Elimination Request. The letter states, in the future, if Housing or Bands want the Tribal Council’s approval or support, all pertinent information needs to be presented to them during an official meeting at the beginning of the process. Rose Black read the letter to the Board.

Organizational Chart for next meeting, and will be looking at the maintenance trucks and the building to see the improvements. Spraying for other homes, we will need to look into setting up a budget or if the bands will pay for the spraying and that a group of homes per area will decrease the cost of the spraying.

Emergency & Crisis Assistance (Emergency Assistance Home Repair)

The program will be called Emergency & Crisis Assistance and will be out of the Non-Program funding with a budget of \$6,000 and a minimum of \$1,500 for assistance. The Board revised the program and will be reviewed for final approval for the next meeting in November 2016.

Commissioner's Report:

Travis Duran was excused at 2:00 pm.

Shivwits DPP Report: Band meeting was held on October 6, 2016. The next meeting will be on November 3, 2016. Travis gave an update on the DPP. Program is good and they have a Halloween Party planned.

Cedar DPP Report: Band meeting was held on October 5, 2016. The next meeting is on November 9, 2016. The tutoring program is running good and their Annual Spook Alley is open to the public for one night only on October 28, 2016.

Indian Peak DPP Report: Band meeting was held on October 6, 2016. The next meeting will be on November 3, 2016. Jeanine provided pictures and the student's trip reports for the Youth Group Council that traveled to Washington DC.

Koosharem DPP Report (absent): No report was given at the time of meeting but a report was submitted later that day. The Koosharem Band had their health fair on October 15, 2016. They had 116 people attend, 41 medical screening and 45 dental screening were done. They had a total of 23 vendors that participated. They did a survey and the event was rated excellent.

Kanosh DPP Report: Band meeting was held on October 9, 2016. The next meeting will be on November 13, 2016. The DPP has 10 students on the program and they officially opened their program on October 3, 2016. Tutoring is temporarily held in the Band building. The band requested housing to spray their DPP trailer inside and out before they can use it.

Halena updated her band on the new changes on the DPP program and handed out the DPP budget and the DPP policy to the Band council. Tribal members are also inquiring about the vacant homes in Fillmore. She informed them to complete a housing application.

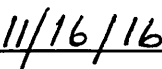
They have scheduled their Halloween Party on October 29, 2016.

Next Housing meeting is on November 18, 2016 at 10:00a.m.

Meeting adjourned at 2:49 p.m.



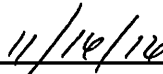
Betty Cuch, Board Chair



Date



Travis Duran, Board Vice-Chair



Date