



Utah Paiute Tribal Housing Authority

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

Utah Paiute Tribal Housing Authority Board Meeting November 18, 2016

Meeting called to order by Chairperson, Betty Cuch at 10:08 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 -late at another meeting
Halena Blandford-Board member, Kanosh Band
Indian Peaks Commissioner – vacant

Other Present:

Jeanine Borchardt, Indian Peaks Chair
James Emery, Executive Director
Jack Sawyers, Project Coordinator
Rose Black, Office Manager/Occupancy Specialist
James Jensen, Housing Attorney
Angela Broadhead, Fee Accountant

Agenda:

Motion to approve November 18, 2016 agenda, motion by Travis Duran seconded by Toni Pikyavit, all in favor, motion passed.

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

Motion to close regular board meeting to a close session by Travis Duran, seconded by Toni Pikyavit, all in favor motion carries

Indian Peaks, abstain; Shivwits-yes; Kanosh-late; Koosharem-yes; Cedar-yes

Closed Session: 10:10a.m.

Lawsuit with Indian peaks

Motion to close closed session by Toni Pikyavit, seconded by Travis Duran, all in favor motion carries

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

Reopen Regular meeting: 11:13am

Minutes:

Motion to approve October 21, 2016 minutes, motion by Toni Pikyavit seconded Travis Duran, all in favor, motion passed.
Indian Peaks-vacant; Shivwits=yes; Kanosh-late; Koosharem=yes; Cedar=yes

Fee Accountant- Angela Broadhead

Starting into a new year with a new budget
Expecting auditors December 19 and 20 2016
Operations payroll is all going to be higher because there isn't enough budgeted for it in the IHP.
It needs to be amended in the IHP
ROSS grant ended September 2016

Executive Directors Report: James Emery

Rental Assistance Program- Rose Black

30 Tribal members on the program
24 Certificates available
4 Tribal members on the waiting list
28 waiting list
2 move in's
0 move out
RAP Payment for the month \$32,077.00
Sending 1099 Tax information to all the RAP Landlords to make sure our records match.

Tenant Services- Keith Garcia

In the Month of October annual inspection were in the Cedar High School and south area. There were a total of (13) thirteen homes during this month inspection (8) eight were in excellent condition (5) were in good condition. All homes passed this month inspection. The next inspection will be on November 15 and 17 in the Hamilton Ft area.

Meth Test:

1. Unit#167	Cedar City	Passed
2. Unit#61	Joseph	Passed
3. Unit#175	Ivins	Passed
4. Unit#149	Ivins	Passed
5. Unit#49	Shivwits	Passed

All the homes were pest sprayed in the St. George area October 18, 19 and 20 this will be the last pest spray until March 2017.

Sent out pet violation letter on October 4 to (20) twenty rental units in the St. George, Cedar and Richfield area. Harlan and I went out and checked all the homes in the Cedar and St. George area on October 25, 26 and November 8 checked on the rental in the Richfield area. All the tenants had complied with the Pet Policy and Lease Agreement by giving away their second pet. Here is the list of unit

- | | |
|--------------|--------------|
| 1. Unit#52 | 11. Unit#76 |
| 2. Unit#185 | 12. Unit#194 |
| 3. Unit#152 | 13. Unit#93 |
| 4. Unit#178 | 14. Unit#203 |
| 5. Unit#138 | 15. Unit#89 |
| 6. Unit#137 | 16. Unit#53 |
| 7. Unit#206 | 17. Unit#196 |
| 8. Unit#205 | 18. Unit#197 |
| 9. Unit#207 | 19. Unit#47 |
| 10. Unit#146 | 20. Unit#92 |

ROSS Coordinator- Rebecca Gatrell

Trunk or treat safety fair was a success with 300 attendees and 24 contributing partners. Feedback from attendees and partners was positive, with many asking what they can do to help with next year's event. We would like to continue the trunk or treat for next year.

Performed 6 inspections with Rose. Shared information about ROSS and services available to UPTHA tenants

Met with a tenant for ROSS Assessment and financial Literacy Coaching.

ROSS learning series Food Sense Class had 6 attendees. The class was taught by Markie from the extension office of the Utah State University. The instructor provided handouts and education about how to keep a stocked pantry and make healthy meals from the ingredients on hand at home.

January ROSS Learning Series Class: Natural home cleaning and organization. Classes will be at 6pm on January 11th. Attendees will make natural cleaners, cleaners, and detergent for their home to use them.

Completed ROSS Annual eLOCC Report and turned in to HUD.

Prepared Gap Analysis Report for Quarterly ROSS meeting

DPP Program Administration:

- Updated and printed DPP Balance Sheet

- Issued checks for payroll, bills and reimbursement

Credit Cards/Debit Cards for the DPP was discussed and that James will look for another bank that can handle this arrangement for the program "Mountain American Credit Union, State Bank, etc" and that a motion was made by Travis Duran, seconded by Halena Blandford, all was in favor, motion carries

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

Travis Duran had concerns with Wells Fargo financing the pipelines in North Dakota and that other tribes have close their accounts with the bank. Housing is currently banking with Wells Fargo.

Motion to investigate changing banks with FDIC guarantee a letter of assets, guarantee amount of account and cover any misfortune and that will satisfy HUD requirements motion by Travis Duran seconded by Halena Blandford all in favor, motion passed.

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

Paiute Indian Tribe of Utah letter concerning assistance with the powwow grounds restroom help during work or with funding. We will need a letter of financial/material cost.

Motion to approve in-kind labor assistance with the restroom made by Travis Duran, seconded by Toni Pikyavit all in favor, motion passed.

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

1:45p.m.: Motion to take a 15 minutes break was made by Travis Duran, seconded by Toni Pikyavit, all in favor, motion carries.

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

Reopen the meeting at 2:00p.m.

Job position for Maintenance Administrative Management Specialist was discuss, that it is a temporary position and if it is to be open, it would be to the tribal members, etc.

Organizational Chart was discussed and there will be some changes in the chart and for the staff.

Executive Director travel plan: December 5-7, 2016 NAIHC Legal Symposium in Las Vegas, NV.

December 13-14, 2016 Implementing OMB's New Uniform Guidance for the IHBG and ICDBG programs in Denver, CO.

Cost of living was discuss and a motion to deny the cost of living for the coming new year.

Motion to deny the cost of living for the coming new year by Toni Pikyavit, seconded by Halena Blandford, all was in favor, motion carries.

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

Audit Preparation for December 19-20, 2016.

Request Letter for assistance was discussed: Disable/Handicapped Elder with change shower valve for wheelchair-bound individuals. The individual is disable and that the individual needs to complete the requirements for assistance.

Self-monitoring scheduled for the APR on December 31, 2016.

Close Session at 2:36p.m.:

To discuss re-organization chart for UTPHA employees.

Motion to go into a close session at 2:36p.m. was made by Travis Duran, seconded by Halena Blandford, all was in favor, motion carries.

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

Reopen regular board meeting at 3:15p.m.

Project Coordinator: Jack Sawyers

Two new maintenance trucks: we have two trucks that the mileage is around 190,000 miles and one that has around 98,000 miles and needs new tires.

ICDBG 2013 is finish and will be closed out during the audit and ICDBG 2015 there are two homes to be completed one in Ivins and in Fillmore, the home in Fillmore needs to be rewired because of copper wiring.

Meeting with Bill Nibblelink in Las Vegas on December 5, 2016, this schedule was not good for the board and will meet with him on December 6, 2016 Tuesday at 3:00p.m. to discuss the policies and we will call Jeanine Borchardt on the discussion and no action will be taken.

Bob Gauthier for HUD training on tax credit for next month.

Tax Credit application was not accepted by the State of Utah, maybe will try again for next year with Travios.

Unfinished Business:

Indians Peak's DEP Program and trailer use issue, no update on this issue.

Jeanine Borchardt mentioned that the trailer was broken into and that they put a padlock on the outside of trailer.

New Business:

Drug Prevention Program Budget for 2017, Betty Cuch proposed some concerns for the program that the board will review for next meeting.

ROSS Committee quarterly meeting will be reschedule for next board meeting a motion was made by Jeanine Borchardt, seconded by Travis Duran, all was in favor, motion carries.

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

Old Business:

Emergency & Crisis Assistance Policy was motion to table the discussion for next month board meeting was made by Toni Pikyavit seconded by Halena Blandford, all was in favor, motion carries.

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

Commissioners and Drug Prevention Program Reports:

Cedar DEP Report: Band meeting was held on November 9, 2016 and the next meeting will be January 11, 2017. Report on housing with a written report. The tutoring is going good and will be closing for the holiday on December 8, 2016 and reopen January 9, 2017.

Kanosh DEP Report: Band meeting was held on November 13, 2016 and next meeting will be December 11, 2016. Report to the band over the phone and I have some good tutors and they have some good ideas for the program.

Koosharem DEP Report: Band meeting was held on November 12, 2016 and next meeting will be December 10, 2016. The Band Christmas party will be held on December 10, 2016 and they are planning the party and we are trying to focus on monthly prevention that are in the months.

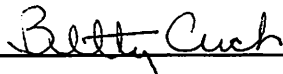
Shivwits DEP Report: Band meeting was held on November 6, 2016 and next meeting will be December 8, 2016. Reported on all of housing issue and DPP is running good, had a Halloween party and a Thanksgiving party.

Indian Peak DEP Report: Band meeting was held on November 3, 2016 and next meeting is December 8, 2016. stated that the trailer was broken into earlier.

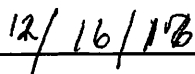
The application with tax credit failed with 1% they will send us a re-verification letter.

Next Housing meeting is December 16, 2016 at 10:00a.m.

Meeting adjourned at 4:33p.m.



Betty Cuch, Board Chair



Date



Travis Duran, Board Vice-Chair



Date