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-vacant; 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, vacant; 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

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 15and 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 spraying 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 the 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/Debt Cards for the DPP was discussed and that James will look for another bank that can handle this arrangement for the program “Mountain American, State Bank, etc” and that a motion 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

Travis Duran had concerns with Wells Fargo financing the pipe lines in South 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 miss fortune and that will satisfy HUD requirements motion by Travis Duran seconded by Halena Blandford all in favor, motion passed.

Indian Peaks-vacant; 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 and a motion was made to approve in-kind labor assistance with the restroom by Travis Duran, seconded by Toni Pikyavit all I favor, motion passed.

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

Audit Preparation for December 19-21, 2016.

Request Letter for assistance was discussed: Disable/Handicapped Elder with change shower valve for wheelchair-bound individuals. The individual was will known by the Commissioner 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 90,000 miles and one that has around 98,000 miles and needs new tires.

ICDBG 2013 is finish and ICDBG 2015 there are two to be completed in Ivins and Fillmore, the home Fillmore needs to be rewired.

Meeting with Bill Nibbly 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 no action will be taken.

Bob Gauthier for a HUD training was discussed maybe for January 2017.

Tax Credit application was not accept 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

Jeanine Borchardt mentioned that the trailer was broken into and that they put a lock 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. 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. 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 Christmas party for the kids will be held on December 7, 2016.

**Shivwits DEP Report:**   Band meeting was held on November 6, 2016 and next meeting will be December 8, 2016. DPP is going good, had a Hallloween Party.

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

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

**Meeting adjourned at 4:33p.m.**