



*Utah Paiute Tribal Housing Authority*  
*565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122*

**Utah Paiute Tribal Housing Authority  
Board of Commissioner Meeting  
FRIDAY, NOVEMBER 17, 2017**

Meeting called to order by Chairperson, Betty Cuch at 10:13 am

**Roll Call:**

Betty Cuch- Board member, Chairperson- Cedar Band  
Travis Duran-Board member, Vice-Chair- Shivwits Band  
Toni Kanosh-Board member, Secretary- Koosharem Band  
Halena Blandford-Board member, Kanosh Band  
Vacant-Board member, Indian Peaks Band

**Other Present:**

James Emery, Executive Director  
Rose Black, Office Manager  
Angela Broadhead, Fee Accountant  
Jim Jensen, Housing Attorney (not present)

**Agenda:**

Motion to approve agenda November 17, 2017 by Travis Duran, seconded by Halena Blandford, all in favor, motion carries.  
Indian Peaks- vacant; Shivwits-yes; Kanosh-yes; Koosharem-yes; Cedar-yes

**Closed Session:**

Motion to go into a close session concerning personnel issues at 10:16 a.m. was made by Travis Duran, seconded by Halena Blandford, all in favor, motion carries  
Indian Peaks- vacant; Shivwits-yes; Kanosh-yes; Koosharem-yes; Cedar-yes

Motioned to close closed session and to reopen regular board meeting at 10:47 a.m. was made by Travis Duran, seconded by Halena Blandford, all in favor, motion carries  
Indian Peaks- vacant; Shivwits-yes; Kanosh-yes; Koosharem-yes; Cedar-yes

We will have Mr. James Wagenlander write a letter the Paiute Indian Tribe of Utah and Tribal Council concerning the tribal organizational chart.

**Minutes:**

Motion was made to table minutes for September 15, 2017 and October 27, 2017 by Halena Blandford, seconded by Toni Kanosh, all favor, motion carries  
Indian Peaks- vacant; Shivwits- yes; Kanosh-yes; Koosharem-yes; Cedar-yes

**Executive Director- James Emery**

PTO and Personnel policy: PTO is not working with the attendance system, and Personnel policy to add social media, thought it was in the policy.

The auditor's will be here on January 15 – 17, 2018.

Follow up on the Paiute Indian Tribe of Utah Health Department on renting the main floor of the old Housing Building for a dentist office and eye clinic. The main floor is 32 cents a square foot at 1,683 sq. ft. will be \$538.00, need to look into a property/lease agreement to be drawn up including any type of remodeling to the building, repairs if needed after the remodeling, who will be responsible for the cost. First and last month rent payment at \$1,200.00 and monthly rent of \$600.00 and a yearly lease agreement.

Motion was made by Halena Blandford for the first and last month rent payment of \$1,200.00 and monthly rent of \$600.00 and a yearly lease agreement, seconded by Travis Duran, all in favor, motion carries  
Indian Peaks- vacant; Shivwits- yes; Kanosh-yes; Koosharem-yes; Cedar-yes

There is a program that another tribe has been training their tribal members to rehab their homes it is called Force Account program. The board agreed to look into the program.

Job interview's is scheduled for November 21, 2017 at 9:00am.  
ROSS quarterly meeting is scheduled for November 28, 2017 9:00am.  
Upcoming travel: Legal Symposium on December 3-5, 2017 in Las Vegas, NV

**Old Business:**

Shivwits Land-lease is still being reviewed with taking off mutual help homes and keeping the 5 rental units on the land lease agreement.

CAVCO home delinquent payment, the payments received are correct. The agreements and other issues are being reviewed by their committee.

Motion to approve Resolution 2017-07, Adoption of Financial Policy and Procedure, was made by Travis Duran, seconded by Halena Blandford, all in favor, motion carries.  
Indian Peaks- vacant; Shivwits- yes; Kanosh-yes; Koosharem-yes; Cedar-yes

**Tenant services- Keith Garcia** (See attachment)  
**ROSS Coordinator- Rebecca Gaterall** (See attachment)  
**Rental Assistance- Rose Black** (See attachment)

**Maintenance Report (see attachment)**

**Fee Accountant: Angela Broadhead**

IHP \$1,720,000 estimate formula for 2018, 2017 final budget review for next board meeting will need to increase the budget because of the expenditure cost. 2019 IHP she will need to be involved in the budget. Cost of living expense for next year 2018 at 2 percent and check with the human resource if this can be done if the employees that have salary increase will not receive the 2 percent.

There are two bids to be sign by Betty Cuch, in the future bids the board has approved for Betty Cuch to sign off, if there are any questions or concerns call us. One concern is the number of change orders they request, this needs to be less, the cost of rehab is at \$50,000 per units.

**Board of Commissioner Report:**

Cedar Band DPP - band meeting November 7, 2017, no meeting in December and next band meeting will be January 9, 2018, reported on the housing meeting with a report, there was a question concerning preventive maintenance in January and February and not sooner "Why does it occur in January and not before", can this be changed with the maintenance workers for next year

Shivwits Band DPP – band meeting November 9, 2017 and next band meeting December 7, 2017, reported to the band members on all the information from the Housing meeting , neighborhood watch signs around the rental units and the DPP trailer, there are about 25 kids attending the program and would like to have additional funding to finish this year. There are issues with travel cost for the tutors or other individuals to voluntary because of the travel distance.

Kanosh Band DPP – no band meeting in November and have not been contacted if there is a meeting scheduled for December, no report.

Koosharem Band DPP- no band meeting in November and next band meeting will be December 9, 2017. The DPP program will be more involved in suicide prevention program and working with tribe and I will be attending the Tall Cop Says Stop. The kids are doing good and the program is also doing good.

Indian Peaks Band DPP – vacant, mail information to them.

Need to look into repairs on the DPP trailers and buildings that the program is being held, if there are any type of funding or if we can use program funding.

Next meeting is December 15, 2017 at 10:00a.m.

Meeting adjourned at 12:15 p.m.

Betty Cuch

Betty Cuch, Board Chairwoman

12/15/2017

Date

Travis Duran

Travis Duran, Board Vice-Chairman

12/15/2017

Date