**North Iowa Regional Housing Authority**

**202 First Street SE, Ste. 203, Mason City, IA 50401**

Tuesday September 24, 2024, 9:00 A.M.

Minutes

**1. Opening of Meeting.**

A. Chairperson Helgeson called the North Iowa Regional Housing Authority regular board meeting to order at 9:01 a.m. via conference call and in office. Public access to the meeting was available via phone and in office.

**Board Members: Present:** Delegates: Bruce Helgeson, Beth Johnson, Ashley Rosendahl, Gary Gelner. By phone: None. Alternates: Jamie Willadsen. **Absent**: Jim Jorgensen, Yvonne Krukow, Julie Hagen-Robb, and Dona Nielsen. **Staff:** Justin Stotts and Carrie McBride. **Guest:** John Olson by phone.

B. Determination of Quorum.

A quorum was determined.

1. Recognition of Visitor.

John Olson of Kronlage and Olson, P.C. was recognized as a guest.

D. Approval of Agenda and Request for Changes/Recording of Agenda.

Johnson moved to approve the agenda as presented. Rosendahl seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

**2. Open Forum.**

None.

**3. Consent Agenda.**

Gelner moved to approve the consent agenda as presented. Willadsen seconded the motion.

All were in favor; none opposed; and none abstained. The motion carried.

**4. Old Business.**

A. Minutes

Johnson moved to approve the minutes with no changes. Willadsen seconded the motion. All were in

favor; none opposed; and none abstained. The motion carried.

B. Financial Statements

Rosendahl moved to approve the financial statements and bills with no changes. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

1. Bills
2. Miscellaneous Communication

None

**5. New Business.**

A. Resolution 2024-10 Uncollectable Accounts

Gelner motioned to approve Resolution 2024-10 Uncollectible accounts written off. Willadsen

Seconded the motion. **ROLL CALL VOTE:** Johnson, Willadsen, Rosendahl, Gelner, and Helgeson

were in favor; none opposed; and none abstained. The motion carried.

B. Repositioning Update.

Director Stotts provided an update to continue moving forward with development of the

repositioning.

C. Executive Director Annual Review

Will continue to discuss at the next NIRHA Board Meeting October 22, 2024.

**6. Adjourn.**

Willadsen moved to adjourn. Rosendahl seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 11:11 AM. Next meeting October 22, 2024.

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Bruce Helgeson, Chairperson Date

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Justin Stotts, Executive Director Date

**DATE:** September 24, 2024 **RE:** Consider Approval of Resolution No.

2024-10 Accounts Written Off as Uncollectible

**REQUESTED ACTION:** Consider approval of Resolution No. 2024-10 writing off outstanding debts that are not readily collectible.

**COMMENTS:** The accounts listed on the resolution totaling $8,036.60 are presented for the purpose of writing-off the funds from accounts receivable. The allowance for bad debt account is reduced by these write-offs. Writing off accounts does not mean that NIRHA will stop pursuit of collection; it merely removes the account balance from the balance sheet. Staff will continue to make efforts to collect the amount due.

These monies generally represent damages at the time of move-out that were not covered by the tenants’ security deposits. Tenants are given detail of damages, and if the amounts are large, tenants are offered the opportunity to arrange a repayment plan. When tenants have been on one of our programs and owe us money, they are ineligible for assistance with us again until the amount is paid in full.

NIRHA reports the tenant and the balance owed to the State of Iowa for potential collection via the state’s tax refund offset program. Use of the tax offset program has been very successful, and NIRHA has recovered several amounts via this method.

**North Iowa Regional Housing Authority**

**RESOLUTION NO. 2024-10**

**RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE NORTH IOWA REGIONAL HOUSING AUTHORITY AS REQUIRED BY HUD FOR FYE 09/30/2024**

WHEREAS, the North Iowa Regional Housing Authority provides housing for low income families through various programs which are funded primarily through agreements with the Department of Housing and Urban Development; and

WHEREAS, the North Iowa Regional Housing Authority makes efforts to collect on accounts that are a result of damage claims, unreported income, and other actions that result in payment made on behalf of program participants, or other debts claimed due to the Housing Authority; and

WHEREAS, a listing of past due accounts has been prepared totaling $8,036.60; and

NOW, THEREFORE, BE IT RESOLVED, by the North Iowa Regional Housing Authority Board of Commissioners that the following accounts be written off; however, all collection efforts will continue where possible:

**Name** **Location** **Amount**

T Brooks Britt $ 340.21

A Green Hawkins Algona 766.35

R Heginger Algona 1,270.96

J Johnson Sheffield 1,690.55

E Kew Manly 884.00

C Kriens Sheffield 725.00

C Lindstrom Osage 400.00

S Reyerson Northwood 28.20

X Rushing Algona 600.00

F Shaw Forest City 1,025.00

O Taylor Rockford 132.00

D Uranga Manly 174.33

**Total**  **$8,036.60**

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Bruce Helgeson, Chairperson Justin Stotts, Executive Director

**DATE:** September 24, 2024 **RE:** Repositioning Update

**REQUESTED ACTION:** Discuss and update the board on repositioning status.

**COMMENTS:**  This item was added to keep the board updated on developments regarding repositioning.

Currently I have Knight working on creating a predevelopment budget. Based on discussion at our last meeting, a project budget is needed to document costs and ensure our goals are financially feasible. Our original contract with Knight was based on moving our properties to a more stable funding stream and removing properties that were not efficient for NIRHA to operate. Since engaging with them, we have added possible development of new properties to the arrangement. Because of this, I have asked to re-evaluate our terms moving forward.

**DATE:** September 24, 2024 **RE:** Executive Director Annual Review

**REQUESTED ACTION:** Conduct necessary action as result of evaluation of Executive Director.

**COMMENTS:** The annual review of the Executive Director is due. I will provide a list of accomplishments to the Executive Committee and the board as requested prior to the meeting via email.

From the NIRHA Bylaws:

There shall be a permanent committee called the Executive Committee. This body shall be responsible for the selection, hire, discipline, termination, and all other personnel matters with respect to the Executive Director, subject to ratification from The Board.

The members of this body shall include the Chairperson, Vice­ Chairperson and Treasurer from The Board.

Current Executive Committee members:

Chairperson Bruce Helgeson

Vice-Chairperson Beth Johnson

Treasurer Julie Hagen Robb