

LOW RENT HOUSING AGENCY of Waverly Iowa
Minutes from the Board Meeting held Tuesday July 14, 2015 at 4:00 p.m.

Members Present: Ron Stahlberg, Barbara McWhirter, Tammy McKenzie, David Fredrick

Members Absent: Kathy McClung

A motion was made to approve the minutes of the Board meeting held on May 12, 2015 as written.

RESOLUTION 2015-4

A motion was made by Dave Fredrick and seconded by Tammy McKenzie to accept the May and June 2015 Financial Statements for the Waverly Homes and the Waverly Manor as presented. All votes were affirmative, motion carried.

Board members reviewed the final audit report for year ending December 31, 2014 as presented by Babcock Langbein CPA. There were no findings.

The Rent Comparability Study was done for the Waverly Manor as required every five years by the Department of Housing and Urban Development (HUD). It compares rents of non-Section 8 properties with the rents currently charged at the Waverly Manor. We will try to identify other agencies that would be interested in the information collected. As a result of this study, HUD has stated that the top rent at the Waverly Manor should be increased to \$539.

RESOLUTION 2015-5

As recommended by HUD, Tammy McKenzie made the motion and it was seconded by Barbara McWhirter to increase the top rent at the Waverly Manor to \$539 effective September 1, 2015. All votes were affirmative, motion carried.

The Bremer County Veteran's Affairs office is still working on converting the house owned by Waverly Low Rent Housing at 420 16th Street NW temporarily into transitional housing for homeless veterans. Paperwork is being done to set up a non-profit to oversee the project. Egress windows have been ordered. The installation of smoke detectors and carbon monoxide monitors still need to be completed. Waverly Low Rent Housing is looking to build additional apartments on the land within the next five years. Planning is in the early stages.

Waverly Utilities have been working around the old substation – taking down remaining equipment and digging out conduits. Once they have completed their work, Waverly Low Rent Housing will take over the building for storage. At that time we will be able to create a new large apartment (available for couples) from the currently empty efficiency and the efficiency that has been used for storage for many years.

A discussion was started regarding unused vacation by employees. One problem is that no one is trained to cover the executive director's job duties when they are out of the office, specifically the accounting. The director has been asked to evaluate job descriptions for employees, and if necessary, to create new job descriptions. During this process to evaluate the needs in the office with the idea to possibly create another part-time position that would cover for her absences, assist with certifications and recertifications, create and direct activities. In the past people have lived here for 15 to 20 years. Over the last few years, the people moving in are coming in at an older age which means they don't live here

as long. That results in more turnover which results in more paperwork for the housing specialist/secretary.

Meeting was adjourned.

Rebecca Laas, Executive Director