

Minutes of the Regular meeting of the River Falls Housing Authority, May 13, 2020

Chair Todd Bjerstedt called the meeting to order at 6:30. Due to the ongoing COVID 19 public Health emergency, all members attended via telephone and internet.

Present: Jacqueline Niccum, Amy Peterson, Todd Bjerstedt, Matt Fitzgerald, Nick Carow

Absent: None

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Fitzgerald/Niccum to approve the minutes of March 11, 2020. No meeting was held in April 2020.

The public was invited to attend via telephone. There were no telephone calls made to the meeting.

ELECTION OF OFFICERS M/S/C Carow/Peterson to nominate the current officers for another term. The officers are: Chair – T. Bjerstedt, Vice Chair - A. Peterson, Treasurer - M. Fitzgerald

CONSENT ITEMS

1. Review and Approve Resolution for Rural Development Preservation Funding – Fitzgerald pulled this item for clarification M/S/ C Fitzgerald/Carow to table until Rural development clarifies the conflicting 20 year loan deferral and 30 year loan due date.
2. M/S/C Carow/Niccum Resolution #560 to approve The 2020 Income Limits for HUD Programs and Resolution #561 Amendments to Admissions and Continued Occupancy Policy and to Section 8 Administrative Plan in response to COVID 19 pandemic.

ACTION ITEMS

1. M/S/C Carow/Niccum to approve payment of bills and budget report.
2. M/S/C Carow/Niccum to approve resolution #562 To Approve FY 2021 budget and rent increases for Edgewater/Briarwood, Oakpark. 4-Plex, Riverview Manor/Family.
3. M/S/C Fitzgerald/Niccum to approve River Falls Housing Authority COVID 19 Action Plan. McAlpine reported on initial steps to ensure tenant and employee safety. McAlpine added that PPE is still not readily available. When PPE is available for Maintenance staff and inspections, the following action plan: 1) Screen tenants for flu-like symptoms before entering an occupied apartment; 2) Complete work order requests wearing PPE; 3) Inspect Rural Development units because Rural Development didn't waive annual inspections; 4) Administrative staff continue to work from home as they are able; 5) Keep the office closed to walk in traffic; 6) Allow tenants to have visitors in their homes; 7) Provide hand sanitizer at the main entrances to each building and require visitors to wear masks while in the common areas; 8) Continue to conduct phone interviews and mail documents.

McAlpine reported that HUD has provided additional funding for costs related to responding to COVID 19. Expenses related to COVID 19 will be tracked and allocated to the appropriate funding source. The longer term plan is to continue to have Admin staff work from home. Maintenance employees will need protective gear, including individual thermometers for monitoring their own health before entering tenants' homes. Procedures will need to be developed and protection purchased before conducting inspections and making repairs.

Commissioners advised against establishing computer kiosk for tenant use. Commissioners recommend continued efforts to digitize files to enable employees to work remotely.

REPORTS

1. McAlpine reported on vacancies during March and April. There are two tenants who had their leases terminated in Feb. They were both offered grievance hearings. The hearing was conducted for one tenant. The other tenant still needs a hearing. Other Housing Authorities have their commissioners serve as hearing officers. McAlpine requested a volunteer. Peterson offered to conduct the hearing via Zoom.
2. McAlpine reported that contracts were awarded for fire alarm testing and for fire extinguisher servicing. Summit Companies was awarded the contract for fire alarm testing. County Wide Fire Extinguishers was awarded the contract for fire extinguisher servicing.
3. McAlpine reported two tenant concerns: 1) In March a tenant expressed concern that she was not able to transfer to Edgewater. She will be allowed to transfer because an error was made in offering her a unit in

Briarwood. 2) A tenant wrote a letter complementing Anne McAlpine's work and leadership during the remodeling.

4. McAlpine reported that the city owned house on E. Division St. has been renovated and rented by a Section 8 Voucher holder.

ADJOURN Peterson/Carow 7:10 pm

Respectfully submitted Anne McAlpine, Recording Secretary

