

YUOK INDIAN HOUSING AUTHORITY



February 2nd, 2010 Board of Commissioners Meeting 10:00 a.m. Fortuna, CA MINUTES

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CALL TO ORDER- @ 8:50 AM

a. Meeting called to order by Chairperson Wanda Green

ROLL CALL

a. Board of Commissioners

North, Chairperson, Wanda Green	PRESENT
Pecwan, Vice-Chair, Chlena McCovey Ugarte	PRESENT
Weitchpec, Commissioner, Eric W Pearson Jr	PRESENT
Requa, Commissioner, Elise Williams	PRESENT
Orick, Commissioner, Betty Brown	PRESENT
East, Commissioner, Glen Roberts	PRESENT
South, Commissioner, Kerri Malloy	PRESENT

b. Council

Council Liaison, Lyle McKinnon	ABSENT
Council Liaison, Dale Ann Sherman	ABSENT

c. Staff

Executive Director, Judith Marasco	PRESENT
Jodi Hayward, Recorder	PRESENT
Fiscal Director, Theta Taylor	PRESENT
Housing Services Manager, Lisa Bates	PRESENT
Maintenance Manager, Dean Baker	ABSENT
Development Director, John Safford	ABSENT

RECOGNITION OF GUESTS/PUBLIC COMMENTS

Guest-

MOTION: KERRI MALLOY SECOND: EW PEARSON TO ACCEPT THE RESIGNATION OF WANDA GREEN AS CHAIR OF THE BOARD OF COMMISSIONERS.

Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	7			

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**February 2nd, 2010 Board of Commissioners Meeting
10:00 a.m. Fortuna, CA**

MINUTES

MOTION: KERRI MALLOY SECOND: EW PEARSON TO APPOINT BETTY BROWN AS CHAIR OF THE BOARD OF COMMISSIONERS.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	6		1	

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APPROVAL OF AGENDA

MOTION: KERRI MALLOY SECOND: WANDA GREEN TO APPROVE THE AGENDA WITH THE ADDITION OF A PERSONNEL ISSUE IN EXECUTIVE SESSION.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	7			

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1. READING AND APPROVAL OF THE MEETING MINUTES

a. January 5th, 2010

MOTION: KERRI MALLOY SECOND: GLEN ROBERTS TO APPROVE THE JANUARY 5th, 2009 MEETING MINUTES.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	7			

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2. FINANCIAL REPORT

a. December 2009

MOTION: KERRI MALLOY SECOND: CHLENA UGARTE TO ACCEPT DECEMBER 2009 FINANCIAL REPORT.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT

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Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	7			

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3. DIRECTOR AND STAFF REPORTS

- a. Executive Director (Judith Marasco)
 - i. Assistant
 - ii. Grant
 - iii. Environmental
 - iv. Inter-department tracking
- b. Housing Services Manager (Lisa Bates)
 - i. Down-payment
 - ii. Program Specialist
 - iii. Maintenance
 - iv. Shop Steward
- c. Development Director (John)
 - i. Development Worksheet 1- Projects
 - ii. Development Worksheet 2- Completed
 - iii. Development Worksheet 3- Sierra Projects

MOTION: CHLENA UGARTE SECOND: ELISE WILLIAMS TO APPROVE DIRECTOR AND STAFF REPORTS.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	7			

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4. TENANT/APPLICANT SESSION

- a. Client #357

MOTION: KERRI MALLOY SECOND: ELISE WILLIAMS TO GIVE CLIENT #357 60 DAYS TO CLEAR UP LAND ISSUES OTHERWISE THEY WILL BE REMOVED FROM THE SERVICES LIST AND YIHA WILL STOP PAYING RELCATION COSTS.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT

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Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
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5. OLD BUSINESS

a. O-Link

MOTION: KERRI MALLOY SECOND: ELISE WILLIAMS TO RATIFY THE PHONE VOTE OF JANUARY 20, 2010 APPROVING RESOLUTION NO. 2010-01 REQUESTING EXTENSION OF THE DATE OF JANUARY 25, 2010 FOR REVISIONS OF THE 11 TRIBE MOA.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	7			

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Break for lunch @ 12:00pm

Reconvene from lunch @ 12:48pm

Presentation by Stephanie Weldon @ 12:50pm

Presentation by Gail Tarbell @ 1:45pm

b. Organizational Flow Chart

MOTION: CHLENA UGARTE SECOND: GLEN ROBERTS TO APPROVE THE UPDATED ORGANIZATIONAL FLOW CHART MOVING MAINTENANCE UNDER PROGRAM OPERATIONS DEPARTMENT.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
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c. Gary Rowland

MOTION: KERRI MALLOY SECOND: WANDA GREEN				
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MINUTES

TO APPROVE THE CHANGE ORDER NO. 2009-10-1.1 FOR BARLOW & CAMARA & ROWLAND FOR THE 2009 AUDIT IN THE AMOUNT NOT TO EXCEED \$7000.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	5		2	

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d. Discovery Policy

6. NEW BUSINESS

a. Levee Accreditation

MOTION: KERRI MALLOY SECOND: EW PEARSON TO APPROVE A PROPORTIONATE SHARE OF YIHA NAHASDA FUNDING TO MATCH THE KLAMATH LEVEE ACCREDITATION BASED UPON YIHA UNIT NUMBERS IN KLAMATH GLEN AS REQUESTED BY DEL NORTE COUNTY CONTINGENT UPON HUD APPROVAL.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	4	2	1	

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b. Resolution 2010-02

MOTION: ELISE WILLIAMS SECOND: CHLENA UGARTE TO APPROVE RESOLUTION 2010-02 BYLAWS ARTICLE #4, EXECUTION OF INSTRUMENTS, DEPOSITS IN SECTION TWO, CHECKS & NOTES FOR CITIBANK WEST ACCOUNT #200655918.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
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c. Program Operations Job Description

MOTION: KERRI MALLOY SECOND: EW PEARSON				
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MINUTES

TO APPROVE THE PROGRAM OPERATIONS JOB DESCRIPTION AS REVISED WITH THE ADDITION OF THE SUPERVISION OF THE MAINTENANCE DEPARTMENT.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	6		1	

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7. CORRESPONDENCE

a. None

8. REPORTS OF COMMITTEES

a. IHP Training

9. EXECUTIVE SESSION

a. APN # 525-311-015-000

MOTION: CHLENA UGARTE SECOND: WANDA GREEN TO DENY THE OFFER TO PURCHASE APN #525-311-015-000.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
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b. Annual Evaluation, ED- Due on Friday, February 5th, 2010

c. Personnel Issue

Meeting continued on February 5th, 2010

MOTION: ELISE WILLIAMS SECOND: KERRI MALLOY THE AMOUNT OF THE DOWN PAYMENT ASSISTANCE MAY BE 20% OF THE PURCHASE PRICE, NOT TO EXCEED \$50,000 AND DIRECT THE GRANT WRITER TO SEEK FUNDING FOR ELDERS WHO DO NOT QUALIFY FOR ELDERLY REHAB/REPLACE PROGRAM.				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT

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Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
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<p>MOTION: KERRI MALLOY SECOND: EW PEARSON TO APPROVE ADDENDUM F, PET POLICY, VEHICLE/EQUIPMENT USE POLICY, MAINTENANCE POLICY, GRIEVANCE POLICY, REAL PROPERTY ACQUISITION POLICY, DOWN PAYMENT ASSISTANCE POLICY, STUDENT RENTAL ASSISTANCE POLICY, RENTAL ADDMISSION POLICY, HOMEBUYER ADDISSION POLICIES, OCCUPANCY POLICY, RELOCATION POLICY, BACKGROUND POLICY, COLLECTIONS AND EVICTIONS POLICY, HOUSING FORCLOSURE AND DEBT RELIEF POLICY, TRAVEL AND PER DIEM POLICY, CREDIT CARD USE POLICY, INTERNAL CONTROL AND PROCEDURES, PURCHASES OF GOODS AND SERVICES STATEMENT OF PROCUREMENT POLICY, PO PROCEDURES/PROCUREMENT PROCEDURES, ACCOUNTS PAYABLE & DISBURSMENTS INTERNAL CONTROL POLICY AND PROCEDURE, FINANCIAL FORCASTING AND INVESTMENT POLICY, CAPITALIZATION POLICY, DISPOSITION POLICY, NON-PROGRAM INCOME AND RENTS PROCEEDS OF SALE POLICY, RECORDS MANAGEMENT POLICY, RECEIVING AND INVENTORY TRANSFER, ETHICS CODE AND PUBLIC CONTRACTING AS AMMENDED AND CORRECTED.</p>				
Commissioner Wanda Green	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Chlena McCovey Ugarte	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Eric Pearson Jr	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Elise Williams	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Betty Brown	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Glen Roberts	YES	NO	ABSTAIN	NOT PRESENT
Commissioner Kerri Malloy	YES	NO	ABSTAIN	NOT PRESENT
FOR: MOTION CARRIES	7			

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Adjourned meeting @ 3:15pm

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The next regular meeting to be held on: March 2nd, 2010

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Jodi Hayward, Recorder

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Kerri Malloy, Secretary
Yurok Indian Housing Authority
Board of Commissioners

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