Minutes
St. Louis Park Housing Authority
St. Louis Park, MN
Wednesday, October 16, 2019  5:00 P.M.

Members Present: Commissioner Catherine Courtney, Commissioner Paul Beck, Commissioner William Price, Commissioner Catherine Johnson

Members Absent: Commissioner Richard Webb

Staff Present: Marney Olson, Michele Schnitker, Cathy Lydon

1. Call to Order – The meeting was called to order at 5:03 p.m.

2. Approval of Minutes – Minutes were approved. Motion to approve minutes with changes made by Commissioner Courtney. Motion to approve made by Commissioner Johnson and seconded by Commissioner Price. Motion passed 4-0.

3. Hearings – None

4. Presentation - None

5. Unfinished Business – None

6. New Business

   a. Financial audit for fiscal year (FY) ended December 31, 2018: Ms. Cathy Lydon from Redpath and Company, auditor for the Housing Authority, presented the housing authority’s financial audit results for Fiscal Year End 2018. There were no findings and the housing authority was given an unmodified opinion by the audit firm. Commissioner Courtney requested that efforts be made to complete the audit earlier in future years. No action necessary.

   b. Approval of revised zero, three, four- and five-bedroom payment standards for the Housing Choice Voucher Program, Resolution no. 691: Ms. Schnitker reviewed the proposed changes to the zero, three, four-and-five-bedroom payment standards. The payment standards were being increased to ensure compliance with HUD regulations. Motion to approve made by Commissioner Price and seconded by Commissioner Johnson. Motion passed 4-0.

   c. Remote validation review of the Housing Choice Voucher (HCV) Voucher Management System (VMS): Ms. Schnitker reviewed a HUD report regarding a remote validation review of the HCV program VMS that was conducted by HUD staff. No findings were reported. Ms. Schnitker did state that the review noted several concerns that did not reach the level of a
finding. It was reported that the staff are in the process of reviewing each concern and will take corrective action as appropriate. No action necessary.

d. Mobile Market at Hamilton House: Ms. Olson gave an update on the weekly mobile market that brings fresh produce and groceries to Hamilton House. No action necessary.

e. Election of officers – The commissioners had their annual election of officers. Commissioner Courtney will remain President, Commissioner Webb will remain Vice President and Commissioner Johnson will be Secretary. Motion to approve was made by Commissioner Beck and seconded by Commissioner Price. Motion passed 4-0.

7. Communications from Executive Director -

   a. Claims List – August and September
   b. Communications
      1. Kids in the park waiting list closed
      2. Glenhurst update

8. Other

9. Adjournment

   Commissioner Johnson moved to adjourn the meeting, and Commissioner Beck seconded; the motion passed 4-0. The meeting was adjourned at 6:19 p.m.

Respectfully submitted,

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Catherine Johnson, Secretary