

MINUTES
of the
Salem Housing Authority
Housing Advisory Committee
July 25, 2011 - 12:00 Noon

Attendance:

<u>Members Present</u>	<u>Members Absent</u>	<u>SHA Staff</u>	<u>Guests</u>
Mark Knecht Betty Markey Leah McMillan Kristi Neznanski Annisa Olsson-Jones	Chuck Fisher Matthew Harris Brian Varley	Andy Wilch Linda Gregg	

Call to Order

The meeting was called to order by Betty Markey, Chair.

Minutes

Committee members reviewed the minutes of June 27, 2011. Leah McMillan **Made a Motion** to approved the minutes; the **Motion** was seconded and **Carried**.

Reports

Andy Wilch provided an update on program management. He noted that the Program Management Report (PMR) has added client profile statistics for assisted households and waiting list households. There was brief discussion about the demographic information included in the profiles, such as number of children, elderly and minority individuals in assisted and waiting list households. SHA staff plans to report these statistics each month in the PMR.

Member Status

Betty Markey introduced new HAC member Mark Knecht, representing elderly/minority citizens.

Maria Palacio has resigned after over nine years of service to the HAC (November 2001 to July 2011). Linda Gregg will arrange for a service award to be presented to Maria.

Action

HUD requires Board action to consent to revisions of program admissions and continued occupancy policies. The Public Housing Admissions and Continued Occupancy Policy

(ACOP) was presented to the Committee for review and recommendation for Board adoption. Revisions will incorporate changes to procedures for Social Security verification record retention requirements (HUD mandated), adoption of final Violence Against Women (VAWA) regulations (HUD mandated), and revisions to SHA's Incentive Transfer policy (discretionary). HUD authorizes public housing authorities to use discretion in setting policies that improve the efficiency of agency operations.

Annisa Olsson-Jones **Made a Motion** to recommend approval of the plan. The **Motion** was seconded and **Carried**.

Other Items of Interest

The committee members reviewed the latest draft of the HAC bylaws. Members noted additional revisions to the language relating to quorums, officers and regular meetings. Based on the consensus of the HAC, revisions were made to board composition and quorum and additional voting methods (e-mail and will be sent to the City Legal department for final review before adoption by the HA Commission).

Adjournment

The meeting adjourned at 1:20 p.m.