

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
Dec. 8, 2010

This meeting was called to order by Chuck Webster at 5:0Pm. Members present were Joe Tomandl, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia stated that the new grant is ready to go except she is really confused on a lot of the egrant things and the new paperwork that goes with the grant. A lot has changed through the years. Shelia is trying to set up an appointment to meet with Joanna in Madison to get everything figured out. Jenni and Shelia talked with Mary from the Milwaukee HUD office on the Housing Authority Admin funds to try and figure out a way we would know what HUD formula was going to be used in the future for admin expenses paid to the Housing Authority. Mary stated at this time Hud is still unsure what they are doing, and the formula used changes every month. Hud is still working on figuring out something that will work, but until they do we continue not knowing. Next: Jenni will be taking a 1.00/hr cut in her payroll starting Jan 1st, 2011, personal reason. Christmas party will be in January this year. A motion was made by Joe Tomandl, seconded by Al Beadles to approve the director's report. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Tammy Mann to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Joe Tomandl to approve loan application 2010 CDBG -5 for the work order brought in for approval. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve loan applicant 2010 CDBG -6, however I should talk with clients about an electric hot water heater, and the rebate on furnaces now. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Joe Tomandl to again (I contacted the board by phone at the time of need) approve a grant to client 2010 CDBG-7 because the project was under 1000.00. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Al Beadles to approve loan applicant 2010 CDBG -8 as brought to the board. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Joe Tomandl to have client HCRI Homebuyer 08-03 make payments toward their loan to start paying it off. The board suggest a payment of \$150.00 per month, however if this is not affordable to the client, Shelia should work with the client to come up with something that is. The client does have the home up for sale. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to have client CDBG 98-80 must pay off their loan in full plus 12% interest A.S.A.P. Client moved out of the home in 2009 and never paid back the loan. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Al Beadles to write off loan HCRI JL. Client filed bankruptcy on the loan. All were in favor. Motion Carried.

Other Business: Contractor issues! Shelia has been dealing with issues with a contractor for some time now. She had stated to the contractor back in July that a lot of things need to be taken care of and changed on the contractor's end (insurance, workmanship, employee issues) or the contractor would be working with the clients any longer. Things have not changed much so Shelia and the contractor had another long talk at the beginning of December and it was decided that the contractor will follow through with what is needed by the Housing Authority or the contractor will not work with our clients. Tammy and Joe both stated the contractor contacted them and discussed at length what he felt was wrong with Shelia. On my behalf, I stated per HUD regulations, the insurance regulations that must be followed, bid issues we are having, which is his underbidding by so much that it brings up a red flag, not only to our office but the clients that pick the contracts. I do not pick the contractors as we know the client's does. I stated to the board, that I brought this whole issue up at the last CDBG conference and asked what we on our end can do and the state and other agency's stated that if a contractor is bidding that low, (not close to being comparable) we have a right to reject the bid or the client has the right to not accept that bid even though it is the lowest. We are to look at the bids that are comparable. The insurance issue I do believe the contractor finally understands that if he has employees he must carry workman's compensation or if he does not have employees he only needs liability. The men that work with him must have their own insurance also.

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Al Beadles to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
Nov. 10, 2010

This meeting was called to order by Chuck Webster at 5:05 pm. Members present were Scott Copenhaver, Joe Tomandl, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by Al Beadles, seconded by Scott Copenhaver to approve the minutes from the last meeting. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know that the Environmental Review for the Taylor County CDBG Program has been posted and at this time it is being posted at the state level. All the posting should be done on Nov. 16, and hopefully we receive a letter that it was approved and we can precede with the grant. Joanna stated that our contacts should be to Taylor County soon. We have to update all our Housing Authority bank cards and Shelia opened the new account for the 2010 grant. Shelia then mentioned the small copier in our office that is not being used any longer due to contracting with the county. She talked to a few people about storing it and they all figured that would be useless. If it ever was needed again it may be out dated, and storing it is not good for it. The county suggested donating it. A motion was made by Tammy Mann, seconded by Al Beadles to approve the director's report. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to donate the copier to a nonprofit organization that really could use it. All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Joe Tomandl to sign the updated bank paperwork and to complete opening the new 2010 grant account. It has to be done to collect funds for the grant. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Scott Copenhaver to go into closed session. A roll call vote was taken with each member voting aye. All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Tammy Mann to go into open session. A roll call vote was taken with each member voting aye. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve loan application 2010 CDBG-1 for the work order brought in for approval, with checking into a metal roof for the mobile home instead of taking the old roof off. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Al Beadles to deny loan applicant 2010 CDBG-2, because of the equity availability, no mortgage on the property, and income. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Scott Copenhaver to approve load 2010 CDBG-3 because of health reasons, and to install a new septic system up to code. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Al Beadles to deny loan applicant 2010 CDBG-4, due to the negative equity on the property already. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Al Beadles to approve releasing one and a half acres from Home client 09-20/CDBG 06-13 mortgage. They also made the suggestion this client sell a few more acres to pay off a lot of his debt so expense would be more affordable to the client. All were in favor. Motion carried!

Other Business: Christmas party. Decision was made to hold the party on Jan. 14, 2011.
Conflict of Interest: N/A

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to adjourn the meeting. All were in favor. Motion carried.

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Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
Oct. 13, 2010

This meeting was called to order by Chuck Webster at 5:03Pm. Members present were Scott Copenhaver, Joe Tomandl, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by Scott Copenhaver, seconded by Al Beadles to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know that the Environmental Review for the Taylor County CDBG Program is pretty much finished except for numbers she must get from the state. Shelia will be posting the Notice of Intent to Request Release of Funds throughout Taylor County and process with all the steps the same way. The HOME program administrator sent a document stating we no longer have to do Good Faith Estimate, HUD 1/1A. Next she discussed the Section 8 program with the board. Administering the Section 8 programs is costing more than we make off of the admin from the program. The auditor stated the reason our audit is so costly is due to the Section 8 program also. A motion was made by Tammy Mann, seconded by Al Beadles to approve the director's report. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Tammy Mann to approve loan application CDBG 10-6 for the emergency work that had to be done. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Al Beadles to approve an Emergency loan only up to \$5,000 to loan applicant CDBG 10-7, taxes must be paid on property before the loan goes through. Motion carried with four voting aye, and one voting no (Scott Copenhaver)!

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve an emergency roofing loan to CDBG applicant 10-8. All were in favor. Motion carried!

Directors position was discussed and a motion was made by Scott Copenhaver, seconded by Al Beadles to give the director of Taylor County Housing Authority a two dollar raise per hour, retroactive back to August 8th, 2010.

Other Business: No other business.

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Tammy Mann to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
August 11th, 2010

This meeting was called to order by Chuck Webster at 5:08Pm. Members present were Scott Copenhaver, Joe Tomandl, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by Al Beadles, seconded by Tammy Mann to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know that the Citizen Participation Plan Hearing was held by the Taylor County Board. She felt it went very well. She also finished the grant and submitted it to the state. Everything is going well in the office, very busy. A motion was made by Tammy Mann, seconded by Al Beadles to approve the director's report. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Al Beadles to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by Scott Copenhaver to approve loan application CDBG 10-5. All were in favor. Motion carried!

A motion was made by Scott Copenhaver, seconded by Joe Tomandl to approve loan application HOME 09-22. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve an additional loan to HOME client 09-20 to have the venting done in the foundation. All were in favor. Motion carried!

Other Business: The director's position was brought up and discussed at length, then decided to table the discussion until the September meeting.

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Al Beadles to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
July 14th, 2010

This meeting was called to order by Chuck Webster at 5:05Pm. Members present were Scott Copenhaver, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by Al Beadles, seconded by Tammy Mann to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Scott Copenhaver to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia brought the board up to date on the CDBG grant letting them know the grant will be 650,000 and she is working with the county on getting all the meetings & grant writing done for the grant. She told all the members that the Public Hearing is scheduled for August 3rd if they could attend that would be great. She let the board know she has to do a homeless count for the COC group on July 28th, Kathy Danen and Shelia have the Rib Lake area. She informed the board the office has its new phones and they are working great. A motion was made by Al Beadles, seconded by Tammy Mann to approve the director's report. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Al Beadles to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Al Beadles to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Scott Copenhaver, seconded by Al Beadles to approve loan application CDBG 10-4. The client needs to replace septic system. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Al Beadles to approve loan application HOME 09-21. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Scott Copenhaver to give client HCRIH 08-03 Six months to sell home (client needs to move to a different area for employment), if it is not sold after 6 month client will need to work out an affordable repayment agreement with the TCHA Housing Director. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Scott Copenhaver to write off loan client HCRI NT due to the client passing away. All were in favor. Motion carried!

Other Business: N/A

Conflict of interest: N/A

A motion was made by Al Beadles, seconded by Scott Copenhaver to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
June 9th, 2010

This meeting was called to order by Chuck Webster at 5:14Pm. Members present were Joe Tomandl, George Southworth, Tammy Mann, & Allen Beadles. Shelia Nice was also present.

A motion was made by George Southworth, seconded by Joe Tomandl to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia let the board know that Taylor County and she received a letter from the Department Of Commerce that our preliminary application for Taylor County CDBG was successful. Shelia needs to attend a final application workshop on June 22nd in Stevens Point, another grant will need to be written for this CDBG program. She again let the board know we did not receive funds from the Homelessness Prevention Program. Joe stated that if Shelia felt it would be a difficult grant to write, maybe we should check into contracting with someone to write it for us. The board agreed with that. Shelia asked if she could go purchase 2 phones for the office, Jennifer's phone three numbers do not work properly and now her phone is doing the same thing. She also brought up the Section 8 admin document from the state. They will be holding back some of the future admin to even out there budgeting. A motion was made by Tammy Mann, seconded by Al Beadles to approve the director's report. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by George Southworth to approve the purchase of new phones for the office. All were in favor. Motion carried.

A motion was made by Al Beadles, seconded by Joe Tomandl to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by George Southworth, seconded by Joe Tomandl to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by George Southworth to approve subordinating for loan application 98DP-13. The client needs to fix their roof and some floors in their mobile home. All were in favor. Motion carried!

Other Business: N/A

Conflict of interest: N/A

A motion was made by George Southworth, seconded by Al Beadles to adjourn the meeting. All were in favor. Motion carried.

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Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Revised Minutes of Meeting
May 12th, 2010

This meeting was called to order by Allen Beadles at 5:10Pm. Members present were Joe Tomandl, George Southworth. Shelia Nice was also present.

A motion was made by Joe Tomandl, seconded by George Southworth to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by George Southworth, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia discussed the funds in the account. She asked if the board would be willing to donate the paper and printing for the Girl Scouts of Northwestern Great Lakes Annual Bridging Ceremony cost is about \$3.30. She also discussed doing the monthly paperwork, filing and banking on line with WI Employee Trust Fund. They want to get away from using paper. Of course we would keep a paper trail. A motion was made by Al Beadles, seconded by George Southworth to approve the director's report. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by George Southworth to approve doing the WI Employee Trust Fund filing on line. All were in favor. Motion carried.

A motion was made by George Southworth, seconded by Joe Tomandl to donate the paper and printing to the Girl Scouts. All were in favor. Motion carried!

After discussion, and up dates to the Employee Handbook were done, a motion was made by Joe Tomandl, and seconded by George Southworth to approve the Employee amended handbook. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by George Southworth to adopt the Red Flag Policy for Identity Theft. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by George Southworth to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by George Southworth, seconded by Joe Tomandl to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by George Southworth, seconded by Joe Tomandl to approve loan application CDBG 10-1 for the emergency roof that is already done. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by George Southworth to approve loan application CDBG 10-2. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by George Southworth to approve subordinating for client R-29, so the client can pay property taxes. It will not put our loan in jeopardy. All were in favor. Motion carried!

A motion was made by George Southworth, seconded by Joe Tomandl to have Shelia go back out and visit with HOME client 09-19 to discuss what is holding things up. All were in favor. Motion Carried.

Other Business: N/A

Conflict of interest: Yes we do have a conflict with client CDBG 10-2.

A motion was made by Joe Tomandl, seconded by George Southworth to approve the conflict that stated the client is the mother of one of the County board members and to move forward with the paperwork for the client. All were in favor. Motion carried.

A motion was made by George Southworth, seconded by Joe Tomandl to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
April 14th, 2010

This meeting was called to order by Chuck Webster at 5:05 Pm. Members present were Joe Tomandl, Tammy Mann, Allen Beadles, George Southworth. Shelia Nice was also present.

A motion was made by Al Beadles, seconded by George Southworth to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by George Southworth to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia filled the board in on the meeting she had to attend in Appleton, for the new rules and regulations the state is now requiring. I now have more financial paperwork to they added to our client's financial paperwork, then we need to adopt the Red Flags Rule, also called the Fair and Accurate Credit Transactions Act, Shelia stated she will have this ready for next month's meeting. Shelia also stated that per the state the contractors that work with rehab projects through the Housing Authority must now be certified for asbestos removal. They stated at the meeting the SAFE Mortgage Licensing Act(Federal Legislation) wants the people who are mortgage originators to be licensed just like a banker. At this time, the state and we the people that are non profit are arguing this ruling. Shelia explained the reasoning the state and nonprofit organizations are fighting the rule. We will find out the outcome in August. Shelia let the board know she has the annual revolving loan reports done, she has to have the Village of Gilman's signed yet. Shelia asked the board if she should be taking the 5 days off that the county employees have to take. A motion was made by Tammy Mann, seconded by George Southworth to approve the director's report. All were in favor. Motion carried!

A motion was made by Chuck Webster, seconded by Al Beadles not include the Taylor County Housing Authority furlough days off. All were in favor. Motion carried.

A motion was made by Joe Tomandl, seconded by Al Beadles to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by George Southworth to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by George Southworth to write off loan application CDBG 04-21. All were in favor. Motion carried!

A motion was made by Joe Tomandl, seconded by George Southworth to approve loan application HOME 09-19. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by Tammy Mann to approve loan Application HOME 09-20. All were in favor. Motion carried!

Other Business: Shelia stated the Employee's Handbook need to be updated. She brought in the area's that need to be updated, and asked the board to take this home to review them. At the next meeting she will have it on the agenda to make changes.

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by George Southworth to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
Feb. 10th, 2010

This meeting was called to order by Chuck Webster at 5:00 Pm. Members present were Allen Beadles, George Southworth. Shelia Nice was also present.

A motion was made by Al Beadles, seconded by George Southworth to approve the minutes from the last meeting. All were in favor. Motion Carried!

A motion was made by George Southworth, seconded by Al Beadles to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia filled the board in on writing a new grant for HPP (Homelessness Prevention Program) and filled them in on the new Continuum of Care board in Taylor County. Shelia also stated she needed to go to more meetings in the community to keep up with the new programs that are available to the public. She let the board know the audit was done and the few issues that came about, like needing a new account name for transferring funds. She let them know Jenni and Shelia went to a HUD meeting in Wausau for Section 8. Shelia asked if she could have her 23.80hrs of vacation from last year added to the vacation time in 2010. She brought updated paperwork in for Chuck to sign for the TRIP program, they were updating the clients paperwork. Shelia informed the board about a section 8 client that was taken off the program and asked about the client having to pay back some funds. Shelia asked the board if the office could purchase a 2 draw filing cabinet with lock for Jenni's office per HUDS orders. The maintenance guys looked for one down stairs, but couldn't find one with a key. A motion was made by Al Beadles, seconded by George Southworth to approve the director's report. All were in favor. Motion carried!

A motion was made by George Southworth, seconded by Al Beadles to let Shelia use her 23.80hrs vacation in 2010 from 2009, to not have the section 8 client pay the rent back due to the confusion the client had and the Housing Authority part in it, and then they approved purchasing a 2 draw filing cabinet with lock for Jenni's office. They left what filing cabinet to purchase up to managements decision. All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by George Southworth to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by George Southworth, seconded by Al Beadles to go into open session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Al Beadles, seconded by George Southworth to write off loan application CDBG 98-70. All were in favor. Motion carried!

A motion was made by Chuck Webster, seconded by George Southworth to have Steve Anderson send a letter to have loan application CDBG 05-08 paid back in full. All were in favor. Motion carried!

A motion was made by George Southworth, seconded by Chuck Webster to have loan application CDBG 09-05 use the funds we approved in the past for siding, to replace the roof instead. Additional funds are approved to get this done. All were in favor. Motion carried!

A motion was made by Al Beadles, seconded by George Southworth to have Shelia write off \$266.00 from Leons Books, for loan application CDBG 98-56. This amount was doubled up when entered in the new account. All were in favor. Motion carried!

A motion was made by Chuck Webster, seconded by Al Beadles to have \$111.60 added into HCRI HW account in Leons books, this cost was for court cost and interest that was missed when enter information into the new books. All were in favor. Motion Carried!

A motion was made by George Southworth, seconded by Al Beadles to approve subordination for client CDBG 98-79. Client is only refinancing due to his balloon payment due. No extra funds are going to client. All were in favor. Motion Carried.

Other Business: Jennifer's rate of pay was discussed. Per Jenni doing a good job, a motion was made by George Southworth, seconded it by Al Beadles to put Jennifer's rate of pay at \$9.00 per hour starting on February 7th, 2010. All were in favor. Motion carried!

Conflict of interest: N/A

A motion was made by George Southworth, seconded by Al Beadles to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice
Executive Director