

**TAYLOR COUNTY HOUSING AUTHORITY
EXECUTIVE COMMITTEE
MINUTES OF MEETING
Tuesday December 21, 2021**

Chairman of the board Chuck Webster called the meeting to order at 4:03pm. Present were Board Members Joe Tomandl, Tammy Mann, Gene Knoll, Executive Director Jessica Mudgett and Chairman of the Board Chuck Webster. Absent was Lisa Carbaugh.

Tomandl/Mann motioned to approve the agenda. All were in favor. Motion carried.

Tomandl/Webster motioned to approve the minutes from the November 16, 2021 meeting. All were in favor. Motion carried.

Mann/Tomandl motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Knoll motioned to approve the financial report. All were in favor. Motion carried

The board met and went over the evaluation for the Executive Director. The results were discussed with Jessica, and it was signed by the board and Jessica, accepted by all.

Motion was made by Knoll and seconded by Mann to have a booth at the Home Show in 2022.

Discussion on reaching out to the Star News about doing an article about the products and services we offer.

Discussion on getting more contractors on board for our programs.

Mann/Knoll made a motion at 4:25pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

**TAYLOR COUNTY HOUSING AUTHORITY
EXECUTIVE COMMITTEE
MINUTES OF MEETING
Tuesday November 16, 2021**

Chairman of the board Chuck Webster called the meeting to order at 4:05pm. Present were Board Members Joe Tomandl, Lisa Carbaugh, Executive Director Jessica Mudgett and Chairman of the Board Chuck Webster. Absent was Tammy Mann and Gene Knoll.

Tomandl/Carbaugh motioned to approve the agenda. All were in favor. Motion carried.

Carbaugh/Tomandl motioned to approve the minutes from the October 19, 2021 meeting. All were in favor. Motion carried.

Carbaugh/Tomandl motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Carbaugh motioned to approve the Financial report. All were in favor. Motion carried

Carbaugh/Tomandl motioned to approve HOME request in Medford in the amount of \$21,230.00. All were in favor. Motion carried.

There was discussion on an evaluation for the Executive Director. With the absence of two board members today, a motion was made by Carbaugh and seconded by Tomandl to go over the evaluation at 3:30 on Tuesday December 21st before the board meeting and then present it to the Executive Director at the meeting. All were in favor. Motion carried.

Discussion on Gilman project that was estimated at \$16,780 and the only bid received was \$26,595.

Carbaugh/Tomandl made a motion at 4:45pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

**TAYLOR COUNTY HOUSING AUTHORITY
EXECUTIVE COMMITTEE
MINUTES OF MEETING
Tuesday October 19, 2021**

Chairman of the board Chuck Webster called the meeting to order at 4:00pm. Present were Board Members Joe Tomandl, Gene Knoll, Lisa Carbaugh, Executive Director Jessica Mudgett and Chairman of the Board Chuck Webster. Absent was Tammy Mann

Tomandl/Knoll motioned to approve the agenda. All were in favor. Motion carried.

Carbaugh/Tomandl motioned to approve the minutes from the September 21, 2021 meeting. All were in favor. Motion carried.

Knoll/Tomandl motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Knoll motioned to approve the Financial report. All were in favor. Motion carried

Carbaugh/Tomandl motioned to approve HOME request in Gilman in the amount of \$7,230.00

There was discussion on the office hours of Taylor County Housing Authority. Andria Farrand – Taylor County Clerk attended the meeting and recommended that Taylor County Housing Authority be open the same hours as the Courthouse 8:30-4:30pm. After some conversation a motion was made by Knoll and a second was made by Tomandl for office hours to be 8-4pm Monday through Friday. All were in favor. Motion carried.

Carbaugh/Knoll motioned to approve the 4-year anniversary increase in pay in the amount of \$.97 effective November 15, 2021 for Executive Director Jessica Mudgett. All were in favor. Motion carried. The board would like Jessica to reach out to other housing authorities to see if there is an executive director yearly evaluation that they would be willing to share and the board would consider at the next board meeting.

Carbaugh/Tomandl made a motion at 5:05pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
Tuesday September 21, 2021

Chairman of the board Chuck Webster called the meeting to order at 3:58 pm. Present in person were Board Members Tammy Mann, Joe Tomandl, and Gene Knoll, Executive Director Jessica Mudgett and Chairman of the Board Chuck Webster. Absent was Lisa Carbaugh

Tomandl/Knoll motioned to approve the agenda. All were in favor. Motion carried.

Mann/Tomandl motioned to approve the minutes from the August 17, 2021 meeting. All were in favor. Motion carried.

Mann/Knoll motioned to approve the Director's Report as given. All were in favor. Motion carried.

Mann/Tomandl motioned to approve the Financial report. All were in favor. Motion carried

Executive Director Jessica Mudgett introduced Amanda Newberry to the board. Amanda is working out of the housing authority office temporarily. She was hired as the Director of the Taylor House Homeless Shelter and will be working out of our office until the shelter renovations are complete.

Mann/Knoll motioned to approve a HOME request in Gilman in the amount of \$16,780.00. All were in favor. Motion carried.

Discussion on HOMEBUYER request in the amount of \$9,200.00 in Westboro.

Discussion on HOMEBUYER request in the amount of \$13,993.00 in Medford. Jessica explained that this is set to close this week but just waiting on the check from the state. Additionally, there were a few health and safety concerns sighted at the inspection that must be addressed after closing. Jessica recommended the buyer apply for the rehabilitation grant program through our office to address those concerns if the buyer doesn't have sufficient funds to complete the project. A timeline was established that the findings from the inspection must be addressed within 60 days after the purchase.

A question came up as to whether grand funds requested could be sent electronically. Jessica will follow up on that.

Tomandl/Knoll motioned to approve the increase in HOME project # 22210 in Medford from the estimate originally submitted by the inspector in the amount of \$36,070.00 to the contractor's bid submitted in the amount of \$62,015.00. All were in favor. Motion carried.

There was discussion on the yearly audit. No changes made.

Mann/Tomandl made a motion at 4:47pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
Tuesday August 17, 2021

Chairman of the board Chuck Webster called the meeting to order at 4:00 pm. Present over the phone was Gene Knoll. Present in person were Board Members Lisa Carbaugh, Tammy Mann, Joe Tomandl, Executive Director Jessica Mudgett and Chairman of the Board Chuck Webster.

Tomandl/Mann motioned to approve the agenda. All were in favor. Motion carried.

Mann/Tomandl motioned to approve the minutes from the May 18, 2021 meeting. All were in favor. Motion carried.

Carbaugh/Knoll motioned to approve the Director's Report as given. All were in favor. Motion carried.

Mann/Tomandl motioned to approve the Financial report. All were in favor. Motion carried

Carbaugh/Knoll motioned to approve a reaffirmation of CDBG Loan in the amount of \$21,697.48. All were in favor. Motion carried.

Mann/Carbaugh made a motion for Taylor County Supportive Housing Director to work out of the Taylor County Housing Authority office until rehabilitation is complete at the Taylor House Shelter with a confidentiality agreement to be signed and the shelter director to only work the hours the Housing Authority Executive Director, Jessica Mudgett is working. All were in favor. Motion carried.

Discussion on request for service animal from renter at 726 N 2nd Street. Verification has been done with Sheila Pinter, NP that renter is a disabled person pursuant to definition from Fair Housing Act and the patient has a disability-related need for a service animal to assist with the day-to-day functional limitations relating to the disability. Motion was made by Mann and Seconded by Carbaugh to approve the service animal request with an addendum to the existing lease to be signed including the following items... Tenant is responsible for clean up after animal and dispose of all feces, Tenant is responsible for any damages to the home and property from the animal. Tenant must shampoo carpets before moving out. At this time one service animal is approved. Proof of renter's insurance is required. Proof of license of the animal is required. Proof animal is up to date on shots is required and must be supplied annually. All were in favor. Motion carried.

Jessica, Executive Director gave an update on the Gilman rental. Warranty claim filed for some minor trim adjustments to be made as well as the front door to be fixed as it gaps, and you can see outside. There were 53 tires removed from the property that were never removed before construction and fees paid of \$212.00 for recycling

Signature cards for bank accounts were updated to add new board member and signatures were collected at meeting.

Carbaugh/Tomandl made a motion at 4:45pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
Tuesday May 18, 2021

Chairman of the board Chuck Webster called the meeting to order at 4:00 pm. Present through Go to Meeting was Monica Hauser from Hawkins Ash CPAs. Present in person were Board Members Gene Knoll, Lisa Carbaugh, Tammy Mann, Joe Tomandl, Executive Director Jessica Mudgett and Chairman of the Board Chuck Webster, Gene Knoll was Absent.

Carbaugh/Mann motioned to approve the agenda. All were in favor. Motion carried.

Mann/Tomandl motioned to approve the minutes from the February 16, 2021, meeting. All were in favor. Motion carried.

Tomandl/Mann motioned to approve the Director's Report as given. All were in favor. Motion carried.

Mann/Carbaugh motioned to approve the Financial report. All were in favor. Motion carried.

Monica Hauser answered questions about the 2019 audit. She explained with a small office like ours there isn't much we can do different with controls and she sees this in other housing authorities. A motion was made by Joe Tomandl to approve the 2019 Audit. Tammy Mann seconded the motion. All were in favor. Motion carried.

Jessica presented a HOMEBUYER request for \$15,030 in the City of Medford.

Jessica presented a HOMEBUYER/Foreclosure Prevention request in the city of Medford for \$11,414.06.

There was discussion on a HOME/CDBG request for \$51,500 in Westboro. A motion was made by Tammy Mann to decline this request. Joe Tomandl seconded the motion. All were in agreement to deny the request. Motion carried.

Jessica presented on the rental property on 726 N 2nd Street. There was discussion about the condition of the house after the last renter and the costs associated with clean up and repair. A motion was made by Joe Tomandl to file a Judgement for the money owed. Tammy Mann seconded the motion. All were in favor. Motion carried.

The board would like to see quarterly inspections on both rental houses for the first year.

Update was given on the Gilman project. The house was rented in April.

Updated on PPP loan that it has been forgiven.

Carbaugh/Tomandl made a motion at 5:07pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
February 16, 2021

Chairman of the board Chuck Webster called the meeting to order at 4:00 pm. Present through Go to Meeting were Board Members Gene Knoll, and Dan Makovsky, In person was Chairman of the Board Chuck Webster, Tammy Mann and Joe Tomandl.

Makovsky/Tomandl motioned to approve the agenda. All were in favor. Motion carried.

Knoll/Tomandl motioned to approve the minutes from the January 19, 2021, meeting. All were in favor. Motion carried.

Makovsky/Mann motioned to approve the Director's Report as given. All were in favor. Motion carried.

Knoll/Makovsky motioned to approve the Financial report. All were in favor. Motion carried.

There was discussion about the 2019 audit and motion made by Gene seconded by Dan to request accountant to call in to next meeting to answer questions. All were in favor. Motion carried.

Tomandl/Mann motioned to approved Homebuyer/Foreclosure Prevention request for \$11,294.00 in the City of Medford. All were in favor. Motion carried.

Update was given on the Gilman project, additional update to be given at the next meeting. Electricity was hooked up this week. The house should be ready to be rented in March.

Makovsky/Knoll made a motion at 4:28 pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
January 19, 2021

Chairman of the board Chuck Webster called the meeting to order at 4:06 pm. Present through Go to Meeting were Board Members Joe Tomandl, and Dan Makovsky, Chairman of the board Chuck Webster and Executive Director Jessica Mudgett. Absent were Tammy Mann and Gene Knoll.

Makovsky/Tomandl motioned to approve the agenda. All were in favor. Motion carried.

Makovsky/Tomandl motioned to approve the minutes from the December 1, 2020, meeting. All were in favor. Motion carried.

Makovsky/Tomandl motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Makovsky motioned to approve the Financial report. All were in favor. Motion carried.

There was discussion about a request from an NTC student to have an internship in our office which would run from January 25, 2021, through May of 2021. This would be a non-paid position. A motion was made by Tomandl and seconded by Makovsky to allow Jessica to make the decision on moving forward with this internship if she feels it is a good fit. If Jessica gets all the necessary paperwork and details on this internship and can provide the required hours to the intern, it is approved by the board. All were in favor. Motion carried.

Update was given on the Gilman project, additional update to be given at the next meeting. The house was delivered, and they are working on finishing up and hooking up utilities. The house should be ready to be rented in February.

Makovsky/Tomandl made a motion at 4:23 pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director