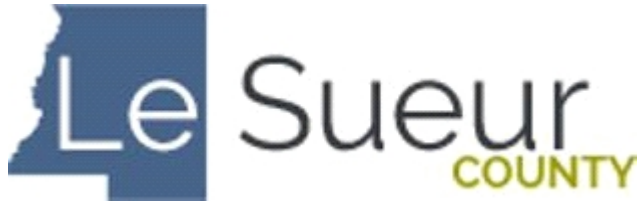


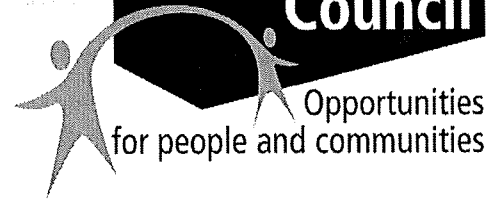
*Le Sueur County HRA Board*



1. October 27, 2022 Agenda And September 29, 2022 Minutes

Documents:

[10.27.22 AGENDA 9.29.22 MINUTES.PDF](#)



**OCTOBER 27, 2022  
REGULAR MEETING**

**LE SUER COUNTY HRA MEETING  
MVAC LeCenter Offices  
125 E Minnesota St, LeCenter, MN**

**10:00 A.M.**

**AGENDA**

- I. Call to Order
- II. Approval of Minutes
- III. Housing Services Update
- IV. Section 8 Rental Assistance
  - A) Presentation and Approval of Reports
  - B) Transfer of Funds
  - C) Program Report
- V. Other Business
  - \*Follow up on City of Waterville Revolving Loan Funds Request
  - \*Auditing letter for fiscal year ending 9/30/22
- VI. Adjournment

**PLEASE CONTACT THE OFFICE NO LATER THAN  
WEDNESDAY, OCTOBER 26, 2022  
IF YOU CANNOT ATTEND THE MEETING.**

## Le Sueur County HRA Minutes

This meeting will be conducted at the administrative offices in LeCenter for MVAC. The meetings are recorded and will be available on file in the event there are questions.

**Date:** September 29, 2022

**Opened:** 10:00. a.m.

**Place:** MVAC LeCenter Conference Room

**Closed:** 10:51 a.m.

### MEMBERS PRESENT:

Pat Nusbaum, Danny O'Keefe, Terry Overn and Leah Petricka.

### MEMBERS ABSENT:

None.

### OTHERS PRESENT:

Judd Schultz, MVAC staff representative.

### CALL TO ORDER:

Pat Nusbaum, Chair, called the meeting to order.

### APPROVAL OF MINUTES:

Commissioner O'Keefe moved, seconded by Commissioner Nusbaum to approve the minutes of the June 30, 2022, regular meeting but on a condition that changes be made to reflect that the next regularly scheduled meeting would have been July 28. Notations can be made after that to reflect that there were cancellations and then a scheduled meeting for September 29, 2022 at 10:00 A.M. After briefing discussion, the board confirmed the changes and the motion to approve continued. **MOTION CARRIED.**

### HOUSING REPORT:

Judd Schultz, Housing Services Director, provided updates on the Section 8 rental assistance program as they relate to activity with clients and landlords, utilization of the vouchers and the budget. After reviewing our budgets with HUD it appears that the shortfall which the HRA thought it may have, has been resolved. Several steps were taken to avoid the shortfall that involved a review of the families that have ported out, reviewing any families that are at zero HAP and reviewing those clients that are also getting utility reimbursements paid. Updates were also provided on the Energy Assistance Program, Homeless Prevention, status of any Small Cities applications, the Weatherization Program, and any other programs currently being administered by MVAC.

### PRESENTATION AND APPROVAL OF REPORTS:

Commissioner Nusbaum, Chair, presented the following reports:

Section 8 Production Data Report, June, July and August

Section 8 Financial Reports, June, July and August

Cash Balance Statements, June, July and August

General Ledger Administrative Cost Reports, June, July and August

July 2022 additions or corrections in the amount of \$0

August 2022 Rental Assistance Payments in the amount of \$40,067.00

August 2022 Utility Reimbursement Payments in the amount of \$958.00

August 2022 Portability Payments in the amount of \$1,195.12

September 2022 Rental Assistance Payments in the amount of \$40,877.00

September 2022 Utility Reimbursement Payments in the amount of \$958.00

September 2022 Portability Payments in the amount of \$1,195.12

October 2022 Rental Assistance Payments in the amount of \$40,700.00  
October 2022 Utility Reimbursement Payments in the amount of \$913.00  
October 2022 Portability Payments in the amount of \$1,195.12

After review Commissioner Overn moved, seconded by Commissioner O'Keefe to approve the additions/corrections to the rent sheets for the month of July totaling \$0.

Motion made by Commissioner Overn, seconded by Commissioner O'Keefe to approve the rent sheets for the months of August, September and October. **MOTION CARRIED.**

Commissioner Petricka moved, seconded by Commissioner Overn, to approve the transfer authorization in the amount of \$54,287.00 for the month of August for the reimbursement of expenses for the Section 8 Rental Assistance Program. **MOTION CARRIED.**

Commissioner Overn moved, seconded by Commissioner O'Keefe, to approve the transfer authorization in the amount of \$54,698.00 for the month of September for the reimbursement of expenses for the Section 8 Rental Assistance Program. **MOTION CARRIED.**

Commissioner O'Keefe moved, seconded by Commissioner Nusbaum, to approve the transfer authorization in the amount of \$49,847.00 for the month of October for the reimbursement of expenses for the Section 8 Rental Assistance Program. **MOTION CARRIED.**

After board review of the expenditures of the Section 8 Rental Assistance Program, Commissioner Overn moved, seconded by Commissioner Petricka, to approve the expenditures in the amount of \$49,924.85 for the month of June. **MOTION CARRIED.**

After board review of the expenditures of the Section 8 Rental Assistance Program, Commissioner O'Keefe moved, seconded by Commissioner Nusbaum, to approve the expenditures in the amount of \$46,027.68 for the month of July. **MOTION CARRIED.**

After board review of the expenditures of the Section 8 Rental Assistance Program, Commissioner Petricka moved, seconded by Commissioner O'Keefe, to approve the expenditures in the amount of \$46,775.87 for the month of August. **MOTION CARRIED.**

### **NEW BUSINESS**

Copies of the recently completed Minnesota Valley Action Council audit for fiscal year ending March 31, 2021 and 2022 were mailed to the board prior to the meeting for review. It was a clear audit with no findings. The board acknowledged the audit as presented.

### **OLD BUSINESS**

A few months ago, the board briefly discussed the possibility of providing/reviewing a funding request for 256 Main St East in Waterville (Funky Munky Fire). No action was taken at that time, since additional information was needed. Some additional information has been received (see letter attached from City of Waterville) addressing some issues with the project. The board reviewed the information, but expressed concern over several issues with regard to specifics of the plan, terms of any loan, eligibility, etc. Judd Schultz was directed to do additional research before the board was willing to take any further action.

The board members will need additional time to review revisions to the current By-Laws for the HRA. Further discussions will also be held at the next few meetings on the contract to be worked out with LeSueur County.

**NEXT HRA MEETING**

The next HRA meeting will be scheduled for **Thursday, October 27, 2022, at 10:00 AM** in the conference room of the MVAC offices in LeCenter, MN.

**ADJOURNMENT**

There being no further business, a motion was made to adjourn by Commissioner Petricka, seconded by Commissioner Nusbaum and duly carried.

Respectfully submitted,  
Leah Petricka  
Acting Secretary