

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY  
STUDY SESSION**

**Wednesday, December 18, 2024**

A Study Session for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 18, 2024. Chair Nancy Gohman called the meeting to order at 5:16 p.m. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, Hani Jacobson, and Carol Lewis. Commissioners absent: none.

Lori Lygre, Vouchers Program Manager, introduced Jamie Schmitz HUD/VASH Coordinator with the St. Cloud VA, as well as Gail Schroeder, Senior Occupancy Specialist at the HRA, and Amy Mann, Occupancy Specialist at the HRA. Ms. Lygre shared the HRA received 50 VASH vouchers in 2010, and then in 2012 another 25 vouchers were added, for a total of 75 VASH vouchers that the HRA and VA coordinate together on.

Ms. Schmitz began the discussion by saying the VA operates with an open-door policy; so, there is not a specific process for veterans being referred for the vouchers. The veterans are first referred to Ms. Schmitz and she determines their eligibility before sharing the information with the HRA. When vouchers are available, they are generally filled within two weeks. The voucher holders are provided with case management by the staff at the VA, and services can vary depending on the individual client about whether they need to meet a couple times a week or once a month.

Chair Gohman asked about eligibility requirements. Ms. Schmitz said in the VA system a disability is determined differently than it is with Social Security. The disability does not have to be formalized through Social Security, and it gives more flexibility to define what a disability is to make veterans eligible for the vouchers. Commissioner Hontos asked if Ms. Schmitz is located in St. Cloud and she said yes, their team is at the VA in St. Cloud, but generally they meet with clients in their own homes or in community spaces to provide services. Commissioner Hontos asked Ms. Lygre about the eligibility process. Ms. Lygre said the waiting list is kept by the VA and after Ms. Schmitz confirms they are VASH eligible, they are then referred to the HRA for confirmation the applicants are eligible for a voucher.

Chair Gohman asked about the timeline for using the vouchers. Ms. Schmitz replied the VA has 90 days to fulfill the voucher, and the payment standards set by the HRA are competitive and it creates an easier experience locating housing. Commissioner Lewis asked about using the vouchers at HRA properties and Executive Director, Louise Reis, responded they can be used at non-subsidized properties. Commissioner Hontos asked about the coordinating between the HRA and the VA. Ms. Schroeder responded there is a monthly conference call between the two groups and the HRA ensures there is compliance for the voucher, but if there is a landlord issue the VA provides support services to help the client.

Commissioner Hontos asked if there is a need for more vouchers and Ms. Schmitz said there is an interested list, and they will apply for additional vouchers when presented with an opportunity to do so. Commissioner Dvorak asked if someone helps with leases and landlords. Ms. Schmitz said yes, the VA helps all parties navigate paperwork. Commissioner Gohman asked about the process for requesting more vouchers. Ms. Lygre said HUD provides notification when vouchers are available, so there is no anticipated timeline of when more vouchers will become available to apply for.

Commissioner Jacobson asked if the vouchers can be utilized by individual veterans or for veterans and their families. Ms. Lygre responded the vouchers are for both individuals and families. Ms. Lygre added


the utilization for the VASH vouchers is much higher at the HRA than in other housing authorities. Ms. Lygre commended Ms. Schmitz and her team for having applicants in the pipeline because the spots are generally filled before the voucher is vacant.

The Board thanked Ms. Schmitz for the presentation of information and for the good work being completed at the VA alongside the HRA.

Ms. Reis continued the Study Session by providing an update on the Project-Based Vouchers. Ms. Lygre and Ms. Reis are meeting with a consultant to determine if Section 8 Vouchers could be allocated to Project-Based Vouchers for seniors to assist the project on Pinecone Road. Chair Gohman asked how vouchers are reallocated and Ms. Lygre said they take Section 8 Vouchers out of circulation and reissue as Project-Based Vouchers. HUD will let Ms. Reis and Ms. Lygre know about the reallocation of vouchers.

There being no further discussion, the Study Session adjourned at 5:55 p.m.

ATTEST:

  
Secretary, Hani Jacobson

  
Chair, Nancy Gohman

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY  
REGULAR MEETING**

**Wednesday, December 18, 2024**

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, December 18, 2024 at 1225 West St. Germain Street, St. Cloud, MN 56301. Chair Nancy Gohman called the meeting to order at 5:56 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, John Dvorak, Seal Dwyer, Nancy Gohman, George Hontos, Hani Jacobson, and Carol Lewis. Commissioners absent: none.
2. Approval of Agenda – Commissioner Dwyer moved for approval; Commissioner Conway seconded the motion. All Commissioners voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, November 13, 2024 – approved as presented.
4. Approval of Regular Minutes, November 13, 2024 – approved as presented.
5. Review of 2024 Financial Reports – no action required.
6. Approval of Contract for Furnace, Water Heater, and Air Conditioner Replacement at Quarry Ridge Townhomes – contract approved with H & S Heating & AC in the amount of \$109,898.00 to replace furnaces, water heaters, and central air conditioners in 12 units at Quarry Ridge Townhomes.

Open Forum: Chair Gohman asked Ms. Reis if any member of the public had requested to speak; Ms. Reis responded there were none.

Old Business: none.

New Business:

7. A. Public Hearing for Changes to the FY 2025 Public Housing Agency Plan – Ms. Reis said the FY 2025 PHA Plan was approved at the August 2025 Board Meeting, but there is a required change by the Department of Housing and Urban Development (HUD) that becomes effective January 1, 2025. Ms. Reis provided a summary of the proposed changes, noting HUD now has a passbook rate of 0.45% and the rate will be reviewed and adjusted annually by HUD. Ms. Reis added the HCV Administrative Plan included a change to the passbook rate for imputed assets and a new chapter was written for Project-Based Vouchers proposals and selections, along with changes to the Mainstream Vouchers and Veterans Affairs Supporting Housing (VASH) Vouchers programs.

B. Approval of Resolution 2024-18 – Approval of Changes to the Public Housing Agency Plan – Commissioner Conway moved for approval; Commissioner Jacobson seconded the motion. All Commissioners voted in favor; the motion carried.

8. Approval of Resolution 2024-19 – Acceptance of Donation for Veterans at Al Loehr Apartments – Ms. Reis shared Al Loehr Apartments received a donation of \$500.00 from the Veterans of Foreign Wars (VFW)

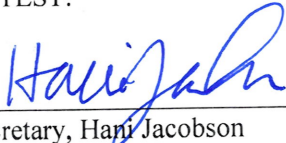
to provide holiday gifts for veterans living at Al Loehr Community and Studio Apartments. The monies will be used to purchase personal care items for the veterans. Commissioner Conway moved for approval; Commissioner Dwyer seconded the motion. All Commissioners voted in favor; the motion carried.

9. Approval of Executive Director Evaluation – Personnel Committee Chair, Seal Dwyer, stated the full Board met with the Personnel Committee at 5:00 p.m. for discussion. Ms. Dwyer read the following motion decided at the meeting: *The Personnel Committee of the St. Cloud HRA has conducted a performance review of the Executive Director Louise Reis and through the process of evaluation has determined that the Executive Director has achieved the stated goals and has conducted her business successfully. We recommend to the full Board accepting this performance evaluation along with the new goals for the coming year and the salary adjustment of 5% effective December 22, 2024.* Commissioner Hontos moved for approval; Commissioner Dvorak seconded the motion. All commissioners voted in favor; the motion carried.

10. Report on Activities – Ms. Reis thanked Commissioners George Hontos and Carol Lewis for their service on the HRA Board of Commissioners. Ms. Reis continued by noting the application period for the CDBG program opened and the HRA will be applying for the Single-Family Rehab Program in the amount of \$350,000.00.

There being no further business, the meeting adjourned at 6:20 p.m.

ATTEST:

  
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Secretary, Hanu Jacobson

  
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Chair, Nancy Gohman