

For the regular board meeting of the Housing Authority of the County of Scotts Bluff, Nebraska to be held both at the Housing Partners of Western Nebraska Board Room, 89A Woodley Park Road, Gering, NE and via Zoom Meeting ID: 846 1406 8568, on Tuesday December 5, 2023 at 12:00 p.m. The meeting has been properly advertised and is being conducted under the guidelines of the Nebraska Open Meetings Act. A copy of the Open Meetings Act is available upon request.

Opening Statement: This meeting of the Commissioners of the Housing Authority of the County of Scotts Bluff has been properly advertised and is being conducted under the guidelines of the Nebraska Open Meetings Act. A copy of the Open Meetings Act is posted in the Community Room and copies of the Open Meetings statutes are available to anyone attending this meeting. Public Comment is reserved at the beginning of the meeting with a limit of 5 minutes. The Board reserves the right to enter into closed session if deemed necessary. We ask that all Cell phones be turned off during the meeting. – Thank you.

Business Session:

Public Comment:

1. Roll Call
2. Approval of the minutes of November 2023 meeting
3. Bills and Communications: Approval of November payroll and Bills & Disbursements as presented
4. Report of the Secretary-Treasurer:
 - a. Tenants Accounts – No Motion needed
5. Reports of Committees
 - a. TQM, Management, and Carpenter Center
6. Old business
 - a. Resolution: Ethics Policy
7. New business
 - a. Resolution: Charge Offs for HWPB
 - b. Motion: Add “family” coverage option back onto Health Insurance Coverage at 100% Employee Cost
 - c. Resolution: Personnel Policy – Updates
8. Adjournment

Please Note: Next Meeting – January 2, 2023 at 12:00

Courthouse Villa, LLC

12/1/2023 1:31 PM

Register: 1111.01 · Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023	Ele Pmt	Presto X	2000 · Accounts Payable		24.30		42,750.66
11/01/2023	2329	City of Bridgeport	2000 · Accounts Payable		274.80		42,475.86
11/01/2023	2330	TQM	2000 · Accounts Payable		432.99		42,042.87
11/05/2023			3110.00 · Rental	EFT		1,869.00	43,911.87
11/07/2023			3110.00 · Rental	Deposit		165.00	44,076.87
11/15/2023	2331	Horizon Bank	-split-	Reserves	391.54		43,685.33
11/15/2023	2332	Housing Authority	4198.01 · Management...	MGMT Fee 10/...	394.00		43,291.33
11/15/2023	2333	Management Fund	2000 · Accounts Payable		3,722.34		39,568.99
11/29/2023	2334	City of Bridgeport	2000 · Accounts Payable		259.40		39,309.59
11/29/2023	2335	Housing Authority	2000 · Accounts Payable		35.80		39,273.79
11/29/2023	2336	Menards	2000 · Accounts Payable		8.67		39,265.12
11/29/2023	2337	Presto X	2000 · Accounts Payable		24.30		39,240.82

TQM Maintenance

12/1/2023 1:35 PM

Register: 1111.01 · Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023			1499 · Undeposited Fu...	Deposit		91.00	272,829.07
11/01/2023	Ele Pmt	Allo Communications	2111.00 · Accounts Pa...		48.81		272,780.26
11/01/2023	Ele Pmt	Black Hills Energy	2111.00 · Accounts Pa...		112.29		272,667.97
11/07/2023			-split-	Deposit		19,493.96	292,161.93
11/09/2023	8878	Ace Hardware	2111.00 · Accounts Pa...		243.28		291,918.65
11/09/2023	8879	Bluffs Facility Soluti...	2111.00 · Accounts Pa...		203.49		291,715.16
11/09/2023	8880	Border States	2111.00 · Accounts Pa...		39.51		291,675.65
11/09/2023	8881	Farm Plan 21st Cent...	2111.00 · Accounts Pa...	scott023	84.58		291,591.07
11/09/2023	8882	Management Fund.	2111.00 · Accounts Pa...	AHRMA	13,958.78		277,632.29
11/09/2023	8883	Menards	2111.00 · Accounts Pa...		874.08		276,758.21
11/09/2023	8884	NMC, Inc	2111.00 · Accounts Pa...		340.18		276,418.03
11/09/2023	8885	Northwest Pipe Fittin...	2111.00 · Accounts Pa...		7.03		276,411.00
11/09/2023	8886	Paul Reed Constructi...	2111.00 · Accounts Pa...		373.14		276,037.86
11/09/2023	8887	Pete's Quick Lube	2111.00 · Accounts Pa...		53.12		275,984.74
11/09/2023	8888	Waste Connections	2111.00 · Accounts Pa...		138.65		275,846.09
11/09/2023	8889	Westco	2111.00 · Accounts Pa...		4.97		275,841.12
11/14/2023	8890	City of Scottsbluff	2111.00 · Accounts Pa...		381.88		275,459.24
11/16/2023			-split-	Deposit		29,973.57	305,432.81
11/21/2023	Ele Pmt	Housing Authority S...	2111.00 · Accounts Pa...		35,337.28		270,095.53
11/21/2023	8891	Panhandle Cooperative	2111.00 · Accounts Pa...		3,026.99		267,068.54
11/29/2023	Ele Pmt	Black Hills Energy	2111.00 · Accounts Pa...		255.05		266,813.49
11/29/2023	Ele Pmt	NPPD	2111.00 · Accounts Pa...		133.90		266,679.59
11/29/2023	8892	Ace Hardware	2111.00 · Accounts Pa...		84.92		266,594.67
11/29/2023	8893	Bluffs Facility Soluti...	2111.00 · Accounts Pa...		706.44		265,888.23
11/29/2023	8894	City of Scottsbluff	2111.00 · Accounts Pa...		183.16		265,705.07
11/29/2023	8895	Essential Fuel, LLC ...	2111.00 · Accounts Pa...		13.00		265,692.07
11/29/2023	8896	Menards	2111.00 · Accounts Pa...		106.53		265,585.54
11/29/2023	8897	Pete's Quick Lube	2111.00 · Accounts Pa...		72.06		265,513.48
11/29/2023	8898	Team Chevrolet	2111.00 · Accounts Pa...		930.30		264,583.18
11/29/2023	8899	Waste Connections	2111.00 · Accounts Pa...		58.75		264,524.43
11/29/2023	8900	Westco	2111.00 · Accounts Pa...		88.85		264,435.58

CROWN WEST

12/1/2023 1:38 PM

Register: 1111.01 · Operating Account PVC-2038

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/07/2023			3110.00 · Rental Income	Deposit		3,485.00	94,604.97
11/07/2023	4198	City of Gering	2000 · Accounts Payable		74.07		94,530.90
11/07/2023	4199	CITY OF SCOTTSB...	2000 · Accounts Payable		75.87		94,455.03
11/10/2023	4200	Housing Authority M...	4190.00 · Administrati...	MGMT Fee 10/...	1,031.08		93,423.95
11/15/2023	4201	Crown West Escrow	2181.02 · Homeowner ...	10/23	450.00		92,973.95
11/15/2023	4202	Management Fund	2000 · Accounts Payable	AHRMA	4,652.93		88,321.02

Barrier Free Homes LLC

12/1/2023 1:15 PM

Register: 1111.01 · Platte Valley Bank

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/07/2023			3110.00 · Rental (Dwel...	Deposit		2,435.00	132,006.36
11/07/2023	1932	City of Gering	2000 · *Accounts Paya...		696.69		131,309.67
11/08/2023			3110.00 · Rental (Dwel...	Deposit		75.00	131,384.67
11/15/2023	1933	Housing Authority M...	4195.00 · Management...	MGMT Fee 10/...	503.90		130,880.77
11/15/2023	1934	Management Fund	2000 · *Accounts Paya...	AHRMA	5,583.51		125,297.26
11/22/2023	Ele Pmt	Housing Authority G...	2000 · *Accounts Paya...		80.25		125,217.01
11/30/2023	1935	Ace Hardware	2000 · *Accounts Paya...		45.93		125,171.08
11/30/2023	1936	City of Gering	2000 · *Accounts Paya...		643.58		124,527.50
11/30/2023	1937	Cowan's Custom Cab...	2000 · *Accounts Paya...		255.00		124,272.50
11/30/2023	1938	Don Schmidt Carpet,...	2000 · *Accounts Paya...		1,492.78		122,779.72
11/30/2023	1939	Home Depot Credit S...	2000 · *Accounts Paya...		56.29		122,723.43
11/30/2023	1940	Ideal Linen	2000 · *Accounts Paya...		8.00		122,715.43
11/30/2023	1941	Menards	2000 · *Accounts Paya...		655.94		122,059.49

Management Fund

12/1/2023 1:17 PM

Register: 1111.01 · Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023			-split-	Deposit		24,232.67	448,253.54
11/01/2023	1304	Housing Authority	Rental Incentive Expense		14.00		448,239.54
11/01/2023	1305		4100.00 · Administrati...		17.00		448,222.54
11/01/2023	1306		4100.00 · Administrati...		38.41		448,184.13
11/07/2023	Ele Wth	Platte Valley	Misc Expense	stop payment f...	25.00		448,159.13
11/07/2023	1307	Scottsbluff Body and...	20000 · Accounts Paya...		550.00		447,609.13
11/09/2023	1308	Carpenter Center	20000 · Accounts Paya...		32.00		447,577.13
11/09/2023	1309	Gordon Housing Aut...	20000 · Accounts Paya...		14.00		447,563.13
11/09/2023	1310	Hay Springs Housing...	20000 · Accounts Paya...		25.00		447,538.13
11/09/2023	1311	Housing Authority	20000 · Accounts Paya...		34.00		447,504.13
11/09/2023	1312		20000 · Accounts Paya...		50.55		447,453.58
11/14/2023	1313		4100.00 · Administrati...		88.50		447,365.08
11/14/2023	1314		4100.00 · Administrati...		88.50		447,276.58
11/14/2023	1315		4100.00 · Administrati...		88.50		447,188.08
11/15/2023			-split-	Deposit		14,889.37	462,077.45
11/15/2023	Ele Pmt		4100.00 · Administrati...	Phone Checks	66.17		462,011.28
11/15/2023	Ele Pmt		4100.00 · Administrati...		36.17		461,975.11
11/15/2023	Ele Pmt		4100.00 · Administrati...		36.17		461,938.94
11/15/2023	Ele Pmt		4100.00 · Administrati...		36.17		461,902.77
11/16/2023			-split-	Deposit		64,864.38	526,767.15
11/22/2023	1317		Misc Expense	Reimbursement...	31.02		526,736.13

Valacia Apartments

12/1/2023 1:24 PM

Register: Platte Valley Bank (150155)

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023			-split-	Deposit		4,992.00	46,702.13
11/01/2023	3020	Housing Authority P...	-split-	MF PR \$300, ...	1,740.00		44,962.13
11/01/2023	3021	Housing Authority P...	-split-	MF PR \$300, ...	1,740.00		43,222.13
11/01/2023	3022	Platte Valley Bank R...	7540.00 · Transfer to R...	Platte Valley B...	1,131.75		42,090.38
11/01/2023	3023	Platte Valley Bank R...	7540.00 · Transfer to R...	Platte Valley B...	1,131.75		40,958.63
11/01/2023	3024	Housing Authority P...	4590.01 · Return to O...	Return to Own...	833.33		40,125.30
11/01/2023	3025	Housing Authority P...	4590.01 · Return to O...	Return to Own...	833.33		39,291.97
11/05/2023	Ele With	USDA Rural Develo...	2320.00 · Loan Payme...		671.81		38,620.16
11/07/2023			-split-	Deposit		2,445.00	41,065.16
11/07/2023	3026	Ace Hardware	2111.00 · Accounts Pa...		24.29		41,040.87
11/07/2023	3027	City of Gering	2111.00 · Accounts Pa...		2,627.98		38,412.89
11/07/2023	3028	Menards	2111.00 · Accounts Pa...		191.50		38,221.39
11/08/2023			3110.00 · Rental Income	Deposit		30.00	38,251.39
11/10/2023	3030	Platte Valley Bank R...	7540.00 · Transfer to R...	Platte Valley B...	1,131.75		37,119.64
11/13/2023			3110.00 · Rental Income	Deposit		280.00	37,399.64
11/15/2023	3029	Housing Authority P...	-split-	MF PR \$300, ...	1,740.00		35,659.64
11/15/2023	3031	Housing Authority P...	4590.01 · Return to O...	Return to Own...	833.33		34,826.31
11/15/2023	3032	Management Fund	2111.00 · Accounts Pa...	AHRMA	5,583.51		29,242.80
11/21/2023			-split-	Deposit		832.00	30,074.80
11/22/2023	Ele Pmt	Housing Authority P...	2111.00 · Accounts Pa...		130.54		29,944.26
11/29/2023	3033	City of Gering	2111.00 · Accounts Pa...		2,811.12		27,133.14
11/29/2023	3034	Ace Hardware	2111.00 · Accounts Pa...		21.18		27,111.96
11/29/2023	3035	Snell Service Inc.	2111.00 · Accounts Pa...		135.00		26,976.96

ELMWOOD VILLAGE

12/1/2023 1:26 PM

Register: 1111.04 · Platte Valley General

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023	5762	Elmwood Village Re...	1111.03 · Elmwood Ca...	10/2023	350.00		255,706.43
11/07/2023			3110.00 · Rental Income	Deposit		7,284.00	262,990.43
11/08/2023			3110.00 · Rental Income	Deposit		273.00	263,263.43
11/09/2023			3110.00 · Rental Income	Deposit		16.00	263,279.43
11/15/2023			3110.00 · Rental Income	Deposit		1,922.00	265,201.43
11/15/2023	5765	Elmwood Village Re...	1111.03 · Elmwood Ca...	Reserves 11/23	350.00		264,851.43
11/15/2023	5766	Housing Authority M...	Admin Expense:4195.0...	Management F...	2,109.25		262,742.18
11/15/2023	5767	CITY OF SCOTTSB...	2000 · Accounts Payable		116.00		262,626.18
11/15/2023	5768	Management Fund	2000 · Accounts Payable	AHRMA	9,305.85		253,320.33
11/21/2023			3110.00 · Rental Income	Deposit		200.00	253,520.33
11/22/2023			3110.00 · Rental Income	Deposit		300.00	253,820.33
11/30/2023	Ele Pmt	Housing Authority of...	2000 · Accounts Payable		146.21		253,674.12
11/30/2023	Ele Pmt	NPPD	2000 · Accounts Payable		38.80		253,635.32
11/30/2023	5769	CITY OF SCOTTSB...	2000 · Accounts Payable		2,059.63		251,575.69
11/30/2023	5770	Contractors Materials	2000 · Accounts Payable		23.64		251,552.05
11/30/2023	5771	Dennis Supply	2000 · Accounts Payable		128.15		251,423.90
11/30/2023	5772	Menards	2000 · Accounts Payable		2,274.58		249,149.32

Housing Partners of Western Nebraska

12/1/2023 1:29 PM

Register: Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023			-split-	Deposit		2,104.00	44,211.78
11/01/2023			-split-	Deposit		7,446.00	51,657.78
11/01/2023	Ele Pmt	Lincoln National Lif...	2100.00 · Liabilities:21...	216175	649.94		51,007.84
11/01/2023	Ele Pmt	Equitable	-split-	20000000006300	1,370.78		49,637.06
11/01/2023	Ele Pmt	Aflac	-split-	CNN42	875.66		48,761.40
11/02/2023			-split-	Deposit		5,220.00	53,981.40
11/02/2023	Ele Pmt	Employee Benefits C...	20000 · Accounts Paya...		89.68		53,891.72
11/03/2023			-split-	Deposit		3,590.00	57,481.72
11/03/2023	27208		4430.00 · Misc. Contra...	October 2023	200.00		57,281.72
11/03/2023	27209		4430.00 · Misc. Contra...	October 2023	200.00		57,081.72
11/03/2023	27210		4430.00 · Misc. Contra...	October 2023	200.00		56,881.72
11/03/2023	27215	Accelerated Receivab...	20000 · Accounts Paya...		156.04		56,725.68
11/03/2023	27216	Carr -Trumbull Lum...	20000 · Accounts Paya...		289.36		56,436.32
11/03/2023	27217	City of Gering	20000 · Accounts Paya...		32.34		56,403.98
11/03/2023	27218	City of Minatare	20000 · Accounts Paya...		1,120.66		55,283.32
11/03/2023	27219	Dennis Supply	20000 · Accounts Paya...		324.90		54,958.42
11/03/2023	27220		20000 · Accounts Paya...		216.00		54,742.42
11/03/2023	27221	Holyoke Law Firm	20000 · Accounts Paya...		321.88		54,420.54
11/03/2023	27222	Loucks & Schwartz	20000 · Accounts Paya...		1,020.00		53,400.54
11/03/2023	27223	Star Herald	20000 · Accounts Paya...		10.84		53,389.70
11/03/2023	27224	Thompson Glass	20000 · Accounts Paya...		674.06		52,715.64
11/03/2023	27225	TQM	20000 · Accounts Paya...		15,764.97		36,950.67
11/03/2023	27226	Village Of Morrill	20000 · Accounts Paya...		2,784.86		34,165.81
11/06/2023			-split-	Deposit		7,495.00	41,660.81
11/07/2023			-split-	Deposit		1,054.91	42,715.72
11/07/2023			-split-	Deposit		4,233.00	46,948.72
11/08/2023	Ele Pmt	Colonial Life	-split-	E5364880	308.86		46,639.86
11/09/2023			8020.00 · Operation Su...	EFT		44,231.00	90,870.86
11/09/2023			-split-	Deposit		2,296.00	93,166.86
11/09/2023	Ele Pmt	Employee Benefits C...	20000 · Accounts Paya...		1,037.90		92,128.96
11/09/2023	27227		3000.00 · Operating In...		27.00		92,101.96
11/09/2023	27228		3000.00 · Operating In...		101.00		92,000.96
11/09/2023	20231138	EFTPS	-split-	47-0496611	9,600.50		82,400.46
11/09/2023	20231139	Nebraska Child Supp...	2100.00 · Liabilities:21...		277.39		82,123.07
11/09/2023	20231140	Nebraska Departmen...	2100.00 · Liabilities:21...	210911585	1,530.65		80,592.42
11/09/2023	20231109		-split-		760.02		79,832.40
11/09/2023	20231110		-split-		1,086.45		78,745.95
11/09/2023	20231111		-split-		1,133.80		77,612.15
11/09/2023	20231112		-split-		1,937.15		75,675.00
11/09/2023	20231113		-split-		507.66		75,167.34

Housing Partners of Western Nebraska

12/1/2023 1:29 PM

Register: Platte Valley
 From 11/01/2023 through 11/30/2023
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/09/2023	20231114		-split-		2,613.85		72,553.49
11/09/2023	20231115		-split-		1,219.03		71,334.46
11/09/2023	20231116		-split-		1,476.23		69,858.23
11/09/2023	20231117		-split-		579.24		69,278.99
11/09/2023	20231118		-split-		1,199.25		68,079.74
11/09/2023	20231119		-split-		1,320.90		66,758.84
11/09/2023	20231120		-split-		1,384.95		65,373.89
11/09/2023	20231121		-split-		1,273.99		64,099.90
11/09/2023	20231122		-split-		1,172.60		62,927.30
11/09/2023	20231123		-split-		1,851.89		61,075.41
11/09/2023	20231124		-split-		735.67		60,339.74
11/09/2023	20231125		-split-		924.78		59,414.96
11/09/2023	20231126		-split-		1,212.55		58,202.41
11/09/2023	20231127		-split-		1,227.11		56,975.30
11/09/2023	20231128		-split-		1,510.93		55,464.37
11/09/2023	20231129		-split-		758.95		54,705.42
11/09/2023	20231130		-split-		1,110.36		53,595.06
11/09/2023	20231131		-split-		1,046.65		52,548.41
11/09/2023	20231132		-split-		439.10		52,109.31
11/09/2023	20231133		-split-		1,855.43		50,253.88
11/09/2023	20231134		-split-		1,205.91		49,047.97
11/09/2023	20231135		-split-		597.82		48,450.15
11/09/2023	20231136		-split-		795.50		47,654.65
11/09/2023	20231137		-split-		1,770.17		45,884.48
11/13/2023			-split-	Deposit		1,760.00	47,644.48
11/14/2023	Ele Pmt	Black Hills Energy 7...	20000 · Accounts Paya...		416.37		47,228.11
11/14/2023	Ele Pmt	Black Hills Energy 7...	20000 · Accounts Paya...		417.65		46,810.46
11/14/2023	Ele Pmt	Black Hills Energy 7...	20000 · Accounts Paya...		1,796.08		45,014.38
11/14/2023	Ele Pmt	Black Hills Energy 7...	20000 · Accounts Paya...		2,360.65		42,653.73
11/14/2023	Ele Pmt	NPPD 78-1	20000 · Accounts Paya...		520.51		42,133.22
11/14/2023	Ele Pmt	NPPD 78-3	20000 · Accounts Paya...		2,503.12		39,630.10
11/14/2023	Ele Pmt	NPPD 78-5	20000 · Accounts Paya...		3,725.81		35,904.29
11/14/2023	Ele Pmt	Spectrum Business	20000 · Accounts Paya...		145.96		35,758.33
11/14/2023	Ele Pmt	Spectrum Enterprise	20000 · Accounts Paya...		319.98		35,438.35
11/15/2023			-split-	EFT		10,272.00	45,710.35
11/15/2023			-split-	Deposit		294.00	46,004.35
11/15/2023			-split-	Deposit		2,761.00	48,765.35
11/15/2023			-split-	Deposit		2,439.87	51,205.22
11/15/2023	Ele Pmt		4000.00 · Operating Ex...		36.17		51,169.05
11/15/2023	Ele Pmt		4000.00 · Operating Ex...		36.17		51,132.88

Housing Partners of Western Nebraska

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Register: Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/15/2023	Ele Pmt		4000.00 · Operating Ex...		36.17		51,096.71
11/15/2023	Ele Pmt		4000.00 · Operating Ex...		36.17		51,060.54
11/15/2023	27229		3000.00 · Operating In...		118.00		50,942.54
11/15/2023	27230	Century Business Pro...	20000 · Accounts Paya...		286.88		50,655.66
11/15/2023	27231	City of Scottsbluff	20000 · Accounts Paya...		2,139.79		48,515.87
11/15/2023	27232	Quadient Fianance M...	20000 · Accounts Paya...		700.00		47,815.87
11/15/2023	27233	State of Nebraska DAS	20000 · Accounts Paya...		417.52		47,398.35
11/15/2023	27234	TQM	20000 · Accounts Paya...		29,973.57		17,424.78
11/16/2023			-split-	Deposit		873.00	18,297.78
11/16/2023			-split-	Deposit		5,668.86	23,966.64
11/20/2023			2100.00 · Liabilities:21...	EFT		400.00	24,366.64
11/21/2023			-split-	Deposit		1,218.00	25,584.64
11/21/2023			-split-	Deposit		250.00	25,834.64
11/21/2023	20231151	Benefit Consultants ...	-split-	3535	5,578.69		20,255.95
11/22/2023			12000 · Undeposited F...	TQM Deposit		35,337.28	55,593.23
11/22/2023			12000 · Undeposited F...	VOUCHER De...		23,764.80	79,358.03
11/22/2023			12000 · Undeposited F...	MNGMNT De...		23,336.04	102,694.07
11/22/2023			12000 · Undeposited F...	HO Deposit		15.00	102,709.07
11/22/2023			12000 · Undeposited F...	VAL Deposit		130.54	102,839.61
11/22/2023			12000 · Undeposited F...	ELM Deposit		146.21	102,985.82
11/22/2023			12000 · Undeposited F...	BF Deposit		80.25	103,066.07
11/22/2023			12000 · Undeposited F...	CW Deposit		35.63	103,101.70
11/22/2023			12000 · Undeposited F...	VALN Deposit		35.32	103,137.02
11/22/2023			-split-	Deposit		866.00	104,003.02
11/22/2023	20231152	EFTPS	-split-	47-0496611	9,854.46		94,148.56
11/22/2023	20231153	Nebraska Child Supp...	2100.00 · Liabilities:21...		277.39		93,871.17
11/22/2023	20231154	Nebraska Departmen...	2100.00 · Liabilities:21...	210911585	1,577.12		92,294.05
11/22/2023	20231122		-split-		1,093.32		91,200.73
11/22/2023	20231123		-split-		1,063.52		90,137.21
11/22/2023	20231124		-split-		1,144.19		88,993.02
11/22/2023	20231125		-split-		1,937.14		87,055.88
11/22/2023	20231126		-split-		1,400.89		85,654.99
11/22/2023	20231127		-split-		2,613.86		83,041.13
11/22/2023	20231128		-split-		1,247.51		81,793.62
11/22/2023	20231129		-split-		1,448.94		80,344.68
11/22/2023	20231130		-split-		453.01		79,891.67
11/22/2023	20231131		-split-		1,199.23		78,692.44
11/22/2023	20231132		-split-		1,333.26		77,359.18
11/22/2023	20231133		-split-		1,384.96		75,974.22
11/22/2023	20231134		-split-		1,280.47		74,693.75

Housing Partners of Western Nebraska

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Register: Platte Valley
 From 11/01/2023 through 11/30/2023
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/22/2023	20231135		-split-		1,149.02		73,544.73
11/22/2023	20231136		-split-		1,851.88		71,692.85
11/22/2023	20231137		-split-		713.40		70,979.45
11/22/2023	20231138		-split-		963.37		70,016.08
11/22/2023	20231139		-split-		1,158.80		68,857.28
11/22/2023	20231140		-split-		1,353.47		67,503.81
11/22/2023	20231141		-split-		2,196.38		65,307.43
11/22/2023	20231142		-split-		713.33		64,594.10
11/22/2023	20231143		-split-		1,110.37		63,483.73
11/22/2023	20231144		-split-		1,072.49		62,411.24
11/22/2023	20231145		-split-		399.65		62,011.59
11/22/2023	20231146		-split-		1,855.43		60,156.16
11/22/2023	20231147		-split-		1,205.92		58,950.24
11/22/2023	20231148		-split-		489.13		58,461.11
11/22/2023	20231149		-split-		728.49		57,732.62
11/22/2023	20231150		-split-		1,770.16		55,962.46
11/24/2023	Ele Pmt	ADP Payroll Fees	-split-		96.75		55,865.71
11/24/2023	20231152	Benefit Consultants ...	-split-	3535	5,745.09		50,120.62
11/27/2023	Ele Pmt	Employee Benefits C...	20000 · Accounts Paya...		17.25		50,103.37
11/28/2023	Ele Pmt	Presto X	20000 · Accounts Paya...		484.00		49,619.37
11/28/2023	27235		3000.00 · Operating In...		279.00		49,340.37
11/28/2023	27236	Ace Hardware	20000 · Accounts Paya...		22.48		49,317.89
11/28/2023	27237	Bluffs Facility Soluti...	20000 · Accounts Paya...		616.59		48,701.30
11/28/2023	27238	Carr -Trumbull Lum...	20000 · Accounts Paya...		1,376.89		47,324.41
11/28/2023	27239	Century Business Pro...	20000 · Accounts Paya...		59.67		47,264.74
11/28/2023	27240	Contractors Materials	20000 · Accounts Paya...		45.00		47,219.74
11/28/2023	27241	Cowans Custom Cab...	20000 · Accounts Paya...		200.00		47,019.74
11/28/2023	27242	Dennis Supply	20000 · Accounts Paya...		124.80		46,894.94
11/28/2023	27243	Don Schmidt Carpet	20000 · Accounts Paya...		1,479.30		45,415.64
11/28/2023	27244	HD Supply	20000 · Accounts Paya...		1,245.00		44,170.64
11/28/2023	27245	Holyoke Law Firm	20000 · Accounts Paya...		50.52		44,120.12
11/28/2023	27246	Home Depot Credit S...	20000 · Accounts Paya...		4,544.50		39,575.62
11/28/2023	27247	Intralinks	20000 · Accounts Paya...		11,261.65		28,313.97
11/28/2023	27248	Mel's Mobile Lock a...	20000 · Accounts Paya...		31.00		28,282.97
11/28/2023	27249	Menards	20000 · Accounts Paya...		14,652.45		13,630.52
11/28/2023	27250		20000 · Accounts Paya...		582.35		13,048.17
11/28/2023	27251	Mobius Communicat...	20000 · Accounts Paya...		160.50		12,887.67
11/28/2023	27252	Morrill Hardware	20000 · Accounts Paya...		36.41		12,851.26
11/28/2023	27253	Northwest Pipe	20000 · Accounts Paya...		99.83		12,751.43
11/28/2023	27254	Sherwin Williams	20000 · Accounts Paya...		59.28		12,692.15

Housing Partners of Western Nebraska

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Register: Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/28/2023	27255	Snell Services, INC	20000 · Accounts Paya...		9,277.21		3,414.94
11/28/2023	27256	The Appliance Guy	20000 · Accounts Paya...		270.00		3,144.94
11/28/2023	27257	Thompson Glass	20000 · Accounts Paya...		280.00		2,864.94
11/28/2023	27258	Waste Connections	20000 · Accounts Paya...		252.19		2,612.75
11/28/2023	27259	Winsupply	20000 · Accounts Paya...		318.59		2,294.16
11/28/2023	27260	WPCI	20000 · Accounts Paya...		314.00		1,980.16
11/29/2023	27261		3000.00 · Operating In...		105.00		1,875.16
11/30/2023			Capital Funds 2020	EFT		20,104.57	21,979.73
11/30/2023			1408.22 · Capital Fund...	EFT		6,278.27	28,258.00

Return to Owner

12/1/2023 1:48 PM

Register: Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023			-split-	PMT from Val...		1,666.66	223,991.45
11/16/2023			Other Income	PMT from Val...		833.33	224,824.78

Valacia North Villa, LLC

12/1/2023 1:50 PM

Register: 1111.01 · Platte Valley

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/03/2023	2532	Horizon Bank	1162.00 · Replacement...	Replacement 9/...	194.75		53,989.61
11/07/2023			3110.00 · Dwelling Re...	Deposit		540.00	54,529.61
11/07/2023	2533	City of Gering	2000 · Accounts Payable		212.47		54,317.14
11/15/2023			3110.00 · Dwelling Re...	EFT		619.00	54,936.14
11/15/2023	2534	Horizon Bank	1162.00 · Replacement...	Replacement 1...	194.75		54,741.39
11/15/2023	2535	Horizon Bank	1162.00 · Replacement...	Replacement 1...	194.75		54,546.64
11/15/2023	2536	Housing Authority M...	4198.01 · Management...	MGMT Fee 10/...	358.50		54,188.14
11/15/2023	2537	Management Fund	2000 · Accounts Payable	AHRMA	3,722.34		50,465.80

Homeownership

12/1/2023 2:06 PM

Register: Platte Valley Bank Homeownershi

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/07/2023	Ele Pmt	Housing Authority	2000 · Accounts Payable		0.48 X		7,055.01
11/07/2023	1620	Management Fund	2000 · Accounts Payable		930.59		6,124.42
11/08/2023			Rental Income	Deposit		260.00	6,384.42

CONFLICT OF INTEREST POLICY

This policy establishes a standard of conduct to protect the financial well-being, reputation and legal obligations of Scotts Bluff County Housing Authority (PHA). This policy also establishes a method to protect the PHA community from questionable circumstances that might arise and to resolve any real or apparent conflicts.

This policy shall be used as the criteria for determining conflicts of interest and applying standards of procedures in the event a conflict of interest or a perceived conflict of interest exists.

This policy applies to PHA employees and Board members and all programs administered by the PHA.

This policy should be read in conjunction with the following documents:

- PHA Board member documents
- PHA contracts
- PHA personnel policy
- PHA employment form for new hires

Definitions

For the purposes of this policy, the following definitions apply:

Conflicts of Interest – Occurs when a person’s public duties or actions lacks independence or impartiality, either real or perceived, and is unduly influenced by a secondary interest such as financial gain, professional advancement or a wish to do favors for family and friends.

Apparent Conflicts of Interest – The conflicts exists when there is a perception of conflicts regardless of whether a person is actually influenced by a secondary interest. If the circumstances are reasonably believed (on the basis of past experience and objective evidence) to create a risk that decisions made may be unduly influenced by other interests, then a conflict does exist.

Nepotism is the practice of showing favoritism to relatives or close friends through employment or by appointing them to public position.

Immediate Family Member – “First-degree” relationships are considered immediate family members under both the public housing and Housing Choice voucher programs – includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

For the Housing Choice Voucher Program, “second-degree” relationships, e.g., grandparents, grandchildren including step/half grandparents and step/half grandchildren, are also considered to be immediate family members.

HUD Requirements

The PHA adopts all HUD provisions for conflicts of interest into its own policy, including nepotism for the public housing and HCV programs, and additional conflicts of interest requirements for landlords/owners that participate in the HCV program as summarized below.

1. HUD Requirement - Conflicts of Interest for Public Housing and HCV Programs

The PHA may not enter into any contract or other arrangement in which any covered individual or immediate family member has a direct or indirect interest while the person is a covered individual and for one (1) year thereafter. Covered individuals include the following:

- Current or former Board member;
- Current or former PHA employee who makes policy or has influence on decisions with respect to the properties
- Current or former public official, members of local governing body or State/local legislator or any public official who exercises functions or responsibilities with respect to the PHA properties/programs.
- Member of U.S. Congress (applies to the Housing Choice Voucher program only).

The conflicts of interest prohibition is in effect during the covered class's tenure and for one (1) year thereafter.

The conflicts of interest prohibition applies to immediate family members for the aforementioned class of people.

A current or prospective conflict of interest must be disclosed to the PHA and HUD.

Waiver – A conflict of interest may be waived by HUD for good cause, if permitted under State and local law. While the waiver is under consideration by HUD, the person for whom a waiver is requested may not exercise responsibilities or functions related to the waiver request. Scotts Bluff County Housing Authority will avoid situations where a waiver must be asked for if at all possible.

2. HUD Requirement – Nepotism

HUD prohibits a PHA from hiring an employee in connection with a project under the Annual Contributions Contract, if the prospective employee is an immediate family member of:

- A present or former member or officer of the Board of Commissioners;
- An employee of the PHA who makes policy or influences decisions; or
- A public official, member of local governing body, or state or local legislator who exercises functions or responsibilities with respect to projects or the PHA.

The nepotism prohibition is in effect during the covered class's tenure and for one (1) year thereafter.

The nepotism prohibition applies to immediate family members for the aforementioned class of people.

Waiver – A waiver can be permitted for good cause, provided that a waiver is permitted under State and local law. Note – HUD’s General Counsel regards nepotism to be a type of conflict of interest. As such, PHAs must seek a waiver request from HUD.

3. HUD Requirement – Conflicts of Interest for HCV Owners/Landlords

The following conflicts of interest provisions are applicable to owners and landlords of units under the HCV program.

- Current or former Board members, public officials, members of U.S. Congress, or PHA employees with policy or decision-making authority, and their immediate family members cannot be an owner/landlord in the HCV program.
- The owner/landlord is prohibited from living in the assisted unit.
- The owner/landlord is prohibited from renting to immediate relatives, grandparents, grandchildren, step-family, or in-laws. The exception is for a household member with a disability.

The same HUD requirements are codified into the PHA’s policy and for ease of understanding, the requirements are further organized into the following two categories: 1) Conflicts of interest requirements that apply to the Board of Commissioners and public officials, and 2) Conflicts of interest requirements that apply to the Executive Director and all other PHA employees.

PHA Policy – Board Members and Public Officials

The following conflicts of interest guidance is applicable to the Board of Commissioners and public officials and is based on the more stringent of HUD or state/local law.

During the Board member or public official’s term and for one (1) year thereafter,

- The Board member or public official cannot enter into a contract or arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).
- The **immediate family member** of a Board member or public official cannot enter into a contract or arrangement with the PHA, either as a contractor or a subcontractor (directly or indirectly).
- An **immediate family member** of a Board member or public official cannot be an employee of the PHA.
- The Board member or public official must disclose to the PHA if an immediate family member is or will be a tenant in the PHA’s public housing or Housing Choice Voucher program.
- **(HCV Only)** A Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.
- **(HCV Only)** The **immediate family member** of a Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.

PHA Policy – Executive Director and PHA Employees

The following guidance applies to Executive Director and PHA employees that have policy or decision-making duties. In general, PHA employees that have supervisory duties are considered to have policy or decision-making duties and would include the following positions: Deputy Director, Finance Director, Modernization Supervisor, Procurement Director/Manager, HCV Director/Program Manager, Public Housing Director/Program Manager, and Project/Property Managers.

The conflicts of interest prohibition is in effect for the duration of the Executive Director or employee's employment at the agency and for one (1) year after and provides that:

- The Executive Director or PHA employee with policy/decision-making duties cannot enter into a contract or arrangement with the PHA either as a contractor or a subcontractor (directly or indirectly).
- The **immediate family member** of the Executive Director or PHA employee with policy/decision-making duties cannot enter into a contract or arrangement with the PHA, either as a contractor or subcontractor (directly or indirectly).
- An **immediate family member** of the Executive Director or PHA employee with policy/decision-making duties cannot be an employee of the PHA.
- The Executive Director or PHA employee irrespective of whether the employee has policy/decision-making duties, must disclose to the PHA if an immediate family member is or will be a tenant in the PHA's public housing or HCV program.
- **(HCV Only)** The Executive Director and any PHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with a PHA.
- **(HCV Only)** The **immediate family member** of the Executive Director or PHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with a PHA.

PHA Policy – Administrative Requirements

The PHA will remedy all conflicts of interest, except where the PHA has obtained a waiver from HUD for the conflict of interest.

All conflicts of interest, apparent conflicts of interest and potential conflicts of interest will be brought to the attention of the Board as soon as possible after the discovery is made. To safeguard the PHA, in cases where the PHA is in the process of determining whether a conflict of interest exists or is requesting a waiver from HUD, the PHA will take actions that assume the conflict of interest exists or that the waiver will not be granted.

The PHA may only request a waiver from HUD for a conflict of interest when the PHA can substantially minimize or remove the risk of the conflict of interest through the implementation of compensating controls and when remedying the conflict of interest itself will not result in undue administrative and financial hardship to the PHA and its mission.

CONFLICT OF INTEREST PROCEDURES

A copy of the PHA's conflicts of interest policy and procedures should be provided to each Board member upon appointment to the Board. Each Board member should complete a disclosure form upon appointment to the Board and the form should be updated annually. Similarly, the conflicts of interest policy and procedures should be included in the PHA's Personnel Policy and all PHA staff shall be required to update the disclosure form annually.

The following procedures relate to the housing authority's conflicts of interest policy and are provided below.

- Conflicts of Interest Notification and Adjudication
- HUD Notification and Waiver Procedures
- Conflicts of Interest Record-keeping

Conflicts of Interest Notification and Adjudication

On appointment or employment and on an annual basis thereafter, the Board of Commissioners, Executive Director and all other PHA staff will be required to complete a disclosure form which states that they have no conflicts of interest. If there are any perceived or real conflicts of interest, it must be stated on the disclosure form.

At other times during the year, if a potential conflict of interest arise based on the PHA's policy, the conflict of interest must be immediately disclosed.

The procedures below must be used to provide notification of a current or prospective conflict of interest.

1. Board member or PHA staff must provide a written disclosure of the conflict of interest. The written disclosure will contain the following information:
 - a. Name and title of person submitting disclosure.
 - b. A description of the specific conflict of interest provision that is the subject of the disclosure.
 - c. Provide the title, position, or other information of the individual, contract, or arrangement that gives rise to the potential conflict of interest.
2. As a general rule, the Executive Director will make the determination on conflicts of interest for PHA staff. Where the Executive Director is the individual involved in the conflict of interest, the determination on whether there is a conflict of interest is made by the Board. Where a Board member is the party involved in the conflict of interest, the remaining Board members will make the determination on whether there is a conflict of interest.
3. For all current or prospective conflicts of interest, the determination of whether a conflict of interest exists will be documented. Where a conflict of interest situation is affirmed to exist, the PHA's proposed action to remove the conflict of interest, including any safeguards that the PHA puts in place to prevent the perception of undue influence or favoritism must be documented.

Determinations made by the Executive Director will be provided to the Board as part of the monthly Board package.

4. Where the PHA has determined that a current or prospective conflict of interest exists, as required by HUD, the PHA will provide all information associated with the conflict of interest to the HUD field

office along with the PHA’s recommendation on whether a conflict of interest exists and the PHA’s documentation of how the matter was resolved by the PHA.

- 5. If a conflict of interest was not initially disclosed by the interested party and is later identified by the PHA, the interested party may be subject to disciplinary actions as outlined in the PHA’s personnel policy, the Board’s by-laws (applies to Board members), or other penalties that may be associated with procurement actions. Being asked to resign or being let go of employment may occur. These matters and their resolution must also be disclosed to the HUD field office.

Requests for HUD Waiver from Conflicts of Interest Requirements

Note – Waiver from HUD’s policy on conflicts of interests, including nepotism for the public housing and HCV programs as codified in the PHA’s policy must also be permitted under state and local law.

Waiver requests from the conflict of interest requirements should be submitted to the PHA’s HUD field office.

The following procedure should be used to submit a HUD waiver request.

- 1. Complete the HUD waiver request form which requests information on the following:
 - a. The title and position of the individual that is involved in the contract or arrangement that gave rise to the conflict of interest.
 - b. A description of the nature of the conflict of interest.
 - c. Information on the date and manner in which the conflict was disclosed to the PHA.
 - d. Provide a justification of the reason that “good cause” is present for HUD to grant a waiver.
 - e. Attach documentation that provides evidence of “good cause”.
 - f. Attach supporting documentation, as well as any analysis or other evidence that the contract or arrangement is in compliance with state or local law. In addition, the documentation should include a local attorney’s legal opinion that the waiver request is in compliance with state law.
- 2. The completed form must be reviewed and approved by the Executive Director and Board.
- 3. The completed form is submitted to the HUD field office for consideration. Note – Actions that allow or support the potential conflict of interest must not be taken by the PHA until HUD provides a decision regarding the waiver request.

Conflicts of Interest Record-keeping

All disclosures should be maintained in the Board and PHA employee’s files. Similarly, all PHA action on conflict of interest disclosures and actions should be maintained by a designated office or individual.

*I acknowledge I have received the Conflict of Interest Policy.

Name

Date

Annual Conflict of Interest Acknowledgement

I, _____ have received, reviewed, and understand the Conflict-of-Interest Policy for the PHA.

Initial All of the Following that Apply...

_____ I have no known reason to believe I have a Conflict of Interest real or apparent. I have no immediate family members working at the PHA or sitting on the Board of Commissioners.

_____ I am not a Section 8 landlord or are any of my immediate family members (first or second degree) landlords for HVC.

_____ I do not have an immediate family member who is housed with the Housing Authority or receiving a Section 8 voucher.

_____ I **DO** have reason to believe a conflict of interest real or apparent exists for me at the PHA.

Reason for Conflict of Interest:

Name

Date

Position with PHA



Remedy:

Signature

Date

Position with HA: _____