

RUTLAND HOUSING AUTHORITY
Board of Commissioners
Regular Meeting
December 11, 2017

Vice-Chairman Karl Anderson called the meeting to order at 8:07 AM on Monday, December 11, 2017 in the Hickory Street Community Center at 15 Juneberry Lane, Rutland, VT.

ROLL CALL/INTRODUCTIONS:

Let the record show the following:

Board of Commissioners Present:

Vice-Chairman Karl Anderson, Commissioner James Richards, and Commissioner Tina Johnson.

Rutland Housing Authority Staff Present:

Kevin Loso, Executive Director; Staci Buysse, Finance Manager; Carol Keefe, Resident Services Program Manager/SASH Supervisor; Sheri McCloskey, Property Manager; and Barbara Richardson, Administrative Assistant. Also in attendance were Jon Jordan, Bob Killary, Patrick Burton and Corey Webster, members of the RHA Maintenance staff.

Tenants and Members of the Public Present:

None.

TENANT CONCERNS

Commissioner Johnson reported that the lights on the Christmas tree at Templewood Court aren't working. Ms. Keefe reported that the maintenance staff has contacted an electrician to look into it. Ms. McCloskey said she would follow up on this.

BOARD EDUCATION

House and Senate Bills Will "Decimate Affordable Housing in Vermont", Say Coalition Housing Advocates" (pages 16-19) – Mr. Loso observed that we are fortunate to have secured funding for Hickory Street Phase 3 when we did, and hopefully by the time RHA is ready to develop more affordable housing the federal funding landscape will have changed for the better.

APPROVAL OF MINUTES (pages 1.2 through 1.7):

A motion was made by Commissioner Johnson and seconded by Commissioner Richards to approve the Minutes of the Regular Meeting and Public Hearing of October 9, 2017.

Upon a roll call, including that of Vice-Chairman Anderson, the ayes were unanimous to accept as submitted. Said motion carried.

CONSENT AGENDA: (pages 1.8 through 1.15):

Vice-Chairman Anderson asked if there were any questions regarding the items in the consent agenda for the month of December 2017. There being none, a motion was made by Commissioner Richards and seconded by Commissioner Johnson to approve the Consent Agenda items, including:

**Manifests: Section 8 Checks #2314 and Direct Deposit #60774 through #60881 and
Manifests: Public Housing #14290 through #14374
Credit Card Report 10/25/17- 11/25/17
Manifests: Payroll: 11/08/2017 and 11/22/17**

Upon a roll call, including that of Vice-Chairman Anderson, the ayes were unanimous to accept as submitted. Said motion carried.

PRESS

“Hickory St. Apartments nearly complete,” Julie Purdy, Rutland Herald, December 2, 2017 (pages 1.20 – 1.22) – This story provided another update of the progress of Hickory Street and the concomitant positive changes in the neighborhood, but didn’t mention the City of Rutland’s role in bridging the funding gap using its Revolving Loan Fund. Mr. Loso followed up with a letter to the editor that thanked the City and the Rutland Redevelopment Authority for their support (see attached).

EXECUTIVE DIRECTOR’S REPORT:

- **Hickory Street Phase 3 Cost to Complete/Anticipated Expenses** (pages 1.23 – 1.25) - The total project cost, including hard and soft costs, comes in at \$6.6 million, which is just \$1.48 off budget. This is the original budgeted cost, which did not include several deducts needed to get us to closing. Because we’ve done a good job controlling costs, we can now spend the contingencies to return these previously deducted items to the project, and perhaps include some ceiling fans as well. Also, Housing Vermont and RHA used their developer fees to underwrite the project for closing, and now that money can be restored.
- **Hickory Street Phase 1 HVAC** – We have received two estimates in response to the bid request, one for time and materials and the other a flat fee. A follow-up phone call will be scheduled to review the proposals and select a contractor. Efficiency Vermont has agreed to help underwrite some of the modifications.
- **Hickory Street 2 Community Center Status** – The Boys and Girls Club ends their tenancy December 31. We have begun the search for a new tenant that will provide relevant services to the community.

- **Templewood Court Bathroom Project** – The independent cost estimate came back much higher than anticipated (\$250K), far and above the \$150 - \$175K we were hoping for. There is some asbestos around pipes that requires remediation. Jon Jordan performed a survey of needed upgrades for each unit for inclusion in the scope of work. Not all units were in need of all upgrades as some improvements have been made here and there throughout the years. The survey considered light fixtures, toilets (taller, low-flow), faucets, shutoff valves, tub valves, drains, fans (direct vent), and access panels.
- **Board Recruitment** – Page 1.26 is the appointment letter from Mayor Allaire detailing board appointments, including that of Rev. Andrew Carlson. The appointments are on a rolling basis so that we do not lose experienced board members all at once and therefore maintain continuity of leadership.

REPORTS AND DISCUSSION ITEMS:

Finance/Administration Report (Pages 2.2 – 2.5)

- **Consolidated Budget Comparison and Variance Report for October 2017 Revenues and Expenses** - Ms. Buysse reviewed her report. Overall revenue was more than \$37K lower than budgeted. This is due mostly to the decrease in Operating Subsidy and Section 8 Administrative Fees, especially in July when Housing Assistance Payments were down by \$30K, though this has started to increase. Section 8 Admin fees have been lower than budgeted as well. Revenues from rents are more than \$9K higher than budget because rents were received for Forest Park in April and May and had not been budgeted for. On the expense side, payroll was down from budget by almost \$42K due to two unfilled positions (Maintenance Supervisor and Property Manager), and these will start to tip the trend. Net payroll benefits are \$3,205 higher than budget due to the accountant's allocation percentages. General expenses are \$4,686 over budget. Utilities have trended under budget but are now, predictably, starting to rise. Insurance is over budget by \$23,306 due to timing of installment payments versus the accountant's monthly accrual, and October renewal of policies also pushed expenses up. Maintenance expenses overall are \$12K under budget. Year to Date the surplus stands at \$84,840; actual is \$59,184 after the PILOT Payment is deducted. The General Fund balance is \$1,025,205.98.
- **Cash Flow** – Cash flow remains consistent aside from the \$90K quarterly SASH funding.
- **2018 Blue Cross Blue Shield Rates** (page 2.7) – The rate increase was modest; in April 2018 the employee contribution will increase 1%.

Property Management (page 2.8)

Ms. McCloskey reviewed her report. The Resident Advisory Board meeting on

November 20 was helpful, though not many residents attended. She is exploring ways to increase participation. Transformers for the call-to-aid alarms have been replaced at Templewood Court. Appliance inventory is complete for both Sheldon Towers and Templewood Court. The fire panel on the 5th floor of Sheldon Towers was replaced, and biannual unit inspections went well, with only a few requiring reinspection. There are no vacancies in Public Housing, and a Hickory Street vacancy is scheduled for lease up.

Mr. Loso mentioned that we are also considering some aesthetic improvements to the lobby and hallways at Sheldon Towers.

Mr. Loso and the Board took a moment to recognize employees who have significant longevity at RHA with words and gifts of appreciation: Carol Keefe and Corey Webster (Maintenance) – 9 years; Jon Jordan – 21 years; Bob Killary (Maintenance) – 28 years. Vice-Chairman Anderson recognized Mr. Loso, as well, for his 17 years as Executive Director.

Section 8 Program (page 2.9)

Ms. Buysse reviewed Ms. Ladabouche's report. In November 3 new families were leased up, one at zero HAP. Of our 219 vouchers 215 are currently leased. Funding increased slightly for December.

Resident Services Report (pages 2.10 – 2.29)

Ms. Keefe reviewed her report. The main news is the third-party evaluation of SASH through RTI shows that the program has resulted in significant Medicare savings, early detection of medical issues, better medication management, a better understanding of the relationship between nutrition and health, and higher overall functioning among participants. It also emphasized that SASH is an effective platform for training and statewide partnerships. This follows the recent qualitative study that found positive levels of satisfaction and impact for participants. HUD is now piloting 10 to 15 SASH-like projects throughout the country, and other states have expressed interest in replicating the model as well.

POLICY REVIEW (Section 3)

Pages 3.1 – 3.8 include the 2 policies named in proposed resolution 2017-29 (below). The EIV (Enterprise Income Verification Policy), the federal database we use to determine the accuracy of applicant and resident financial information. The policy addresses security and proper handling of this personal financial data. Good security and oversight is necessary because of the breadth of information that is available. The Executive Administrative Assistant helps the Executive Director keep staff certifications up to date. The Non-Discrimination and Fair Housing Opportunity Policy addresses HUD regulatory requirements including the need for affirmative housing plans. There are no changes to either of the policies included in this resolution, but it is important that the Board review them periodically.

Proposed Resolution 2017-29 to approve the EIV Security and User Policy and the Non-Discrimination and Fair Housing Policy effective December 11, 2017.

Commissioner Johnson moved to approve the resolution, which was seconded by Commissioner Richards. Upon a roll call, the ayes, including that of Vice-Chairman Anderson, were unanimous to approve. Said motion carried.

INFORMATIONAL ITEMS (Section 4)

The following informational items were sent out prior to the meeting:

- A. Aged Delinquency Reports 11/2017
- B. Collections Report 11/2017
- C. Lease Violations/Evictions 11/2017
- D. Housing Occupancy Charts 11/2017

OLD BUSINESS

Following up on an email shared with the Board regarding a complex situation involving an applicant who, we discovered in the midst of her orientation process, excluded income information from her application. If we had adhered strictly to the letter of the regulation, we would have denied her. However, based on her extraordinary circumstances, which were verified by her care team, we agreed to allow her to lease up. Mr. Loso apprised both HUD and the Board of the situation, and HUD allowed us discretion to make the call. This move will have a profound positive impact on the applicant's life.

NEW BUSINESS

Mr. Loso invited the board and staff on a tour of the Hickory Street Phase 3 site including the proposed community garden area.

EXECUTIVE SESSION

Not needed.

ADJOURNMENT OF MEETING:

There being no additional business to bring before the Board the meeting adjourned at 8:43 a.m. on a motion made by Commissioner Richards seconded by Commissioner Johnson. Upon a roll call, the ayes, including that of Vice-Chairman Anderson, were unanimous to approve, and the meeting was adjourned.

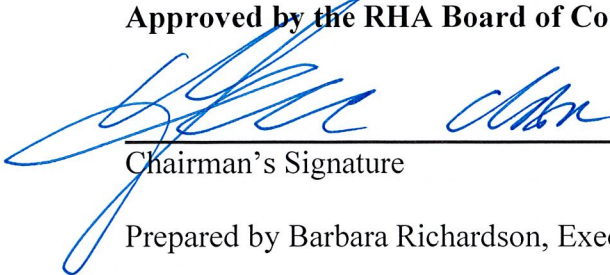
Date of next meeting: Monday, January 8, 2018 @ the Sheldon Towers Community Room, 14 Sheldon Place, Rutland, VT at 8 a.m.

Respectfully submitted,



Kevin L. Loso
Executive Director/Secretary

Approved by the RHA Board of Commissioners



Chairman's Signature



Date

Prepared by Barbara Richardson, Executive Administrative Assistant