

**RUTLAND HOUSING AUTHORITY**  
**Board of Commissioners**  
**Regular Meeting**  
**November 13, 2017**

Chairman Kevin Markowski called the meeting to order at 8:04 AM on Monday, November 13, 2017 in the Community Room at Sheldon Towers, Rutland, VT.

**ROLL CALL/INTRODUCTIONS:**

Let the record show the following:

**Board of Commissioners Present:**

Chairman Kevin Markowski, Vice-Chairman Karl Anderson, Commissioner James Richards, Commissioner Tina Johnson, and Reverend Andrew Carlson, newly appointed Commissioner.

**Rutland Housing Authority Staff Present:**

Kevin Loso, Executive Director; Julie Sanderson, Assistant Property Manager; Staci Buysse, Finance Manager; Becky Ladabouche, Section 8 Program Manager; Sheri McCloskey, Property Manager; and Julie Sanderson, Assistant Property Manager.

**Tenants and Members of the Public Present:**

None.

Sheri McCloskey was introduced as the new RHA Property Manager. Ms. McCloskey comes to us from the Gloversville Housing Authority, where she served in a number of capacities. She is currently completing her orientation.

Reverend Andrew Carlson has been appointed to the position of Commissioner by Mayor David Allaire. Reverend Carlson was welcomed to the Board and thanked for his willingness to serve. He provided a brief review of his resume and expressed his appreciation for being asked to serve (see attached resume).

**TENANT CONCERNS**

None.

**BOARD EDUCATION**

None.

**APPROVAL OF MINUTES** (pages 1.2 through 1.8):

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

Upon a roll call, the ayes were unanimous to accept as submitted. Said motion carried.

**CONSENT AGENDA:** (pages 1.9 through 1.16):

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

**Manifests: Section 8 Direct Deposit #60669 through #60773 and checks #2312 through #2313**

**Manifests: Public Housing #14201 through #14289**

**Credit Card Report 09/25/17- 10/25/17**

**Manifests: Payroll: 10/11/2017 and 10/25/27/17**

Upon a roll call, the ayes were unanimous to accept as submitted. Said motion carried.

**EXECUTIVE DIRECTOR'S REPORT:**

- **Hickory Street Phase 3 Update** – Mr. Loso updated the Board on the construction progress. It is anticipated that the building will be ready to show by April 15<sup>th</sup>, with everything completed by May 15<sup>th</sup>. Curbs and paving may take place this year depending on the weather and when the asphalt plants close. We need to have 14 leases signed by June 30, 2018. Initial move-ins may start as early as June 1, 2018.
- **Hickory Street Phase 1 Flooring** – Naylor and Breen will be replacing the marmoleum in all common areas and in those units where the flooring has failed. Vinyl plank will be used in the hallways and vinyl squares in the apartments. Ms. McCloskey and Jon Jordan, the Maintenance Foreman, will finalize the choice of finishes with the subcontractor, Abatiello.
- **Hickory Street Phase 1 HVAC** – Mr. Loso reported that we are working with Efficiency Vermont to resolve longstanding issues with the heating system in the phase 1 buildings. Their engineer has developed a corrective action plan which they feel should resolve the issue. A RFP has been developed and sent out to three contractors. Vice-Chairman Anderson asked if the cost of the repairs would be recovered from the contractor. Housing Vermont has been asked to pursue this, but because the warranty period has expired it is unlikely that we will recover any of the costs. Efficiency Vermont has, however, indicated that they would provide some funding.
- **Hickory Street 2 Community Center Status** – The Boys and Girls Club is ending their lease and we will be seeking a new tenant.
- **SASH DRHO Meeting Report** – Mr. Loso reported that SASH payments are currently being made through the Vermont Department of Health. Effective January 1, 2018, these payments will pass through the Accountable Care Organization (ACO) One Care Vermont. He reminded the Board that we are currently funded through 2022.

- **Staffing** –Mr. Loso asked that Ms. McCloskey’s appointment to the position of Property Manager be ratified by the board (see attached resume pages 1.17 – 1.19).

**Proposed Resolution #2017- 27 to approve the appointment of Sheri McCloskey to the position of Property Manager effective November 6, 2017.**

Commissioner Richards moved to approve the resolution, which was seconded by Commissioner Johnson. Upon a roll call, the ayes were unanimous to approve. Said motion carried.

- **Board Recruitment** – The appointment letter from Mayor Allaire arrived after the Board packet was sent. A copy of the correspondence will be sent out in December.

**REPORTS AND DISCUSSION ITEMS:**

**Finance/Administration Report (Pages 2.3 – 2.6)**

- **Consolidated Budget Comparison and Variance Report for September 2017 Revenues and Expenses** - Ms. Buysse reviewed her report. Overall revenue was more than \$36K lower than budgeted. This is due mostly to the decrease in Operating Subsidy and Section 8 Administrative Fees, especially in July when it was down by \$30K. On the up side, revenues from rents are \$8,000 higher than budget because rents were received for Forest Park in April and May and had not been budgeted for. Also, the Hickory Street Housing 2016 Incentive Management Fees were paid to RHA in June. These were formerly paid to Housing Initiatives, Inc. (HII). Payroll was down from budget by \$34,743 due to two unfilled positions (Maintenance Supervisor and Property Manager). Net payroll benefits are \$3,466 higher than budget due to the accountant’s revised allocation percentages. General expenses are \$6,377 under budget. PILOT accrues monthly and expensed at year end, though it was paid in full (\$25,656) in September. Non-routine expenses are over budget by \$10,791 mostly due to carpet installation for tenant turnovers and roof repairs from wind storms. Year to date the surplus stands at \$86K per our accountant; actual is \$60K after the PILOT Payment is deducted. The General Fund balance is \$964,111.87.
- **Cash Flow** – There are no significant changes. Ms. Buysse noted the S8 line shows \$16K that represents RHA being reimbursed by Section 8 checking account for administrative expenses. The big drivers of outflow are payroll and payroll taxes, and the Pilot Payment being paid to the City in the amount of \$26K.
- **Housing Initiatives, Inc.** (see page 2.7 – 2.9) – Mr. Loso reported that the HII Board voted at the October meeting to make a \$75K payment to RHA towards the promissory note on 9 Tremont Street. That payment has been received and an updated promissory note has been issued (see attached). Also, RHA and HII have renewed the lease agreement for the parking lot and garage at 9 Tremont for 3 years starting December 2017 (see attached). The HII Board was made aware of the condition of the garage. They have been asked to repair or replace the current structure.

## **Property Management** (page 2.41)

- **Property Management Report** (page 2.10) – Ms. Sanderson reviewed her report. At Templewood Court, biannual unit inspections are complete; NBF Architects reviewed bathrooms for upcoming renovation plans; the October 29<sup>th</sup> windstorm caused some roofing damage, which will soon be repaired by a contractor. At Sheldon Towers, common area inspections are complete; there was one unit turnover and one lease up; and one unit was treated for bedbugs. At Hickory Street, a market-rate unit was leased up; 5 annual recertifications have been completed; and the Maintenance staff's annual Halloween event for children was a success.

## **Section 8 Program**

- **Program Report and Update** (page 2.11 – 2.15) Ms. Ladabouche reviewed her report. The program is staying steady with 212 of 219 Housing Choice Vouchers leased up. Ms. Ladabouche recommended that payment standards and utility allowances should not be changed for 2017-2018.

Commissioner Carlson asked how the program works and the difference between Housing Choice Vouchers and Relocation Vouchers. To illustrate the point, Ms. Ladabouche used one relocated Forest Park resident who ported out her relocation voucher to Virginia, where she pays \$1500/month in rent. The family has no income. The receiving PHA could not absorb the HAP payment in their budget so we continue to pay some of the admin fee and all of the HAP. By the end of the year they may absorb her into their program, but they are over-leased by 100%. The subsidy is based on the local market, but for our voucher holders who port out we have to pay the fair market rent in the receiving community until the local PHA can absorb the voucher. For a Housing Choice Voucher, we can deny portage, but not on a Relocation Voucher. The Section 8 budget is always a balancing act.

Commissioner Carlson asked if vouchers cover the cost of utilities and the cost of moving as well, and Ms. Ladabouche confirmed that they do cover utilities, but we only pay moving expenses for Relocation Voucher holders.

## **Resident Services Report** (pages 2.16 – 2.40)

Mr. Loso reviewed Ms. Keefe's report. The Population Health Logistics (PHL) software is nearly up and running, after two years without a working database system. Information entered into PHL is immediately available to others using the system, and allows for real-time reporting that can inform caregivers and guide decision making.

Flu Clinics were held at all SASH sites including Templewood Court and Sheldon Towers, serving about 79 participants.

Mr. Loso reminded the board that panel newsletters (SASH Flash) are included in the board packet each month.

### **POLICY REVIEW (Section 3)**

Pages 3.1 – 3.32 include 8 policies named in proposed resolution 2017-28 (below). It was reported that there were very few changes in any of the policies, but it was important that the Board reviewed them periodically so as to ensure that new Commissioners are made aware of them. Ms. Buysse reviewed the Hazardous Materials Policy with the Board.

### **Proposed Resolution 2017-28 to approve the Policy on Conflict of Interests and Disclosure of Certain Interests, Anti- Fraud Policy, Blood Borne Pathogens Policy, Drug-Free Workplace Policy, Employee Positive Identification Policy, Hazardous Materials Policy, Safety in the Community Policy and Travel Expense Policy effective November 13, 2017**

Commissioner Johnson moved to approve the resolution, which was seconded by Commissioner Richards. Upon a roll call, the ayes were unanimous to approve. Said motion carried.

Commissioners completed the Conflict of Interest Disclosure form, as they do annually.

### **INFORMATIONAL ITEMS (Section 4)**

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

- A. Aged Delinquency Reports 11/2017 - none
- B. Collections Report 10/2017
- C. Lease Violations/Evictions 10/2017
- D. Housing Occupancy Charts 10/2017

Mr. Loso mentioned that names on these reports are now redacted for the tenants' privacy. One of the Commissioners noted that the names are still visible, so we will need to be more thorough when preparing these reports in the future.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

None.

### **EXECUTIVE SESSION**

On a motion by Commissioner Richards and seconded by Commissioner Johnson, the Board entered Executive Session at 9:01 a.m. to discuss contractual or human resource issues the premature disclosure of which could put the RHA at a significant disadvantage.

On a motion by Commissioner Richards, seconded by Commissioner Tina Johnson, the Board came out of the Executive Session at 9:15 a.m.

**ADJOURNMENT OF MEETING:**

There being no additional business to bring before the Board the meeting adjourned at 9:16 a.m. on a motion made by Commissioner Richards seconded by Commissioner Johnson. Upon a roll call, the ayes were unanimous to approve, and the meeting was adjourned.

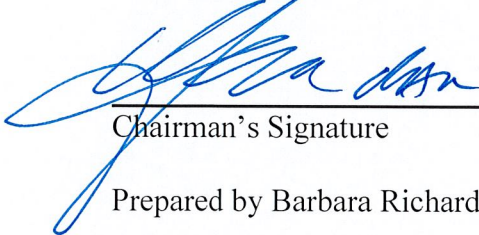
**Date of next meeting: Monday, December 11, 2017 @ the Hickory Street Community Center, 15 Juneberry Lane, Rutland, VT at 8 a.m.**

Respectfully submitted,

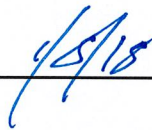


Kevin L. Loso  
Executive Director/Secretary

**Approved by the RHA Board of Commissioners**



Chairman's Signature



Date

Prepared by Barbara Richardson, Executive Administrative Assistant