

RUTLAND HOUSING AUTHORITY
Board of Commissioners
Public Hearing and Regular Meeting
MINUTES
January 14, 2019

Chairman Kevin Markowski called the meeting to order at 8:04 AM on Monday, January 14, 2019 in the RHA Board Room at 5 Tremont Street, Rutland, VT.

ROLL CALL/INTRODUCTIONS:

Let the record show the following:

Board of Commissioners Present:

Chairman Kevin Markowski, Vice-Chairman Karl Anderson, Commissioner Tina Johnson and Commissioner Rev. Andrew Carlson.

Rutland Housing Authority Staff Present:

Kevin Loso, Executive Director; Staci Buysse, Finance Manager; Becky Ladabouche, Section 8 Program Manager; Sheri McCloskey, Property Manager; Carol Keefe, Resident Services Program Manager & SASH Supervisor; and Barbara Richardson, Administrative Assistant.

Tenants and Members of the Public Present:

None.

2019 Capital Fund Program and Annual Plan Public Hearing

With the absence of any public audience, Chairman Markowski requested a motion to dispense with the reading of the Public Meeting Notice (attached) and to have them included in the minutes of the Public Hearing.

Review of Capital Fund Program Annual and Five-Year Plan

- **Plan Overview** – The Board reviewed the Capital Fund budgets last month. The only change since then is that the 2016 budget was fully expended with the completion of the Templewood Court bathroom improvements. The 2017 budget balance is earmarked almost exclusively for the Templewood Court unit conversions in buildings 7 & 8. (There is a proposal on the agenda for awarding the contract for this project.) Aside from operating funds, the 2018 budget and the balance of 2017 will be spent on the remaining unit upgrades at Sheldon Towers. As for the 5-year Plan, with the RAD conversion on the horizon we will earmark all funds for operating expenses, and if we don't convert to RAD, we can modify as needed to specify annual capital expenditures.
- **Review of Resident Advisory Board Meeting Minutes** (Pages 1.4 – 1.13) – We had an ambitious agenda for these meetings, which covered the Annual and 5-Year Plan, annual

updates to the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Program Administrative Plan; the Significant Revision to the RHA 5-Year Plan: Disposition and Retention of Real Property at the Hickory Street site; and a RAD update. The few suggestions made by tenants are projects that RHA would fund through the operating budget, so there were no changes to Capital Fund budget.

- **Additional Documentation** (Pages 1.15 – 1.17) – Included in the Board packet are documents required for Capital Fund submission for 2019. These include: PHA Certification of Compliance with Public Hearing Requirements, Form HUD-50071 Certification of Payments to Influence Federal Transactions, Form SF-LLL Disclosure of Lobbying Activities, and Form HUD-5007-R Civil Rights Certification.
- **Resident and Public Testimony** – None.

Resolution # 2019-01 to approve the Rutland Housing Authority Capital Fund Program Annual and Five Year Plan for Fiscal Year 2019, the PHA Certification of Compliance with Public Hearing Requirements, Certification of Payments to Influence Federal Transactions (Form HUD-50071) Disclosure of Lobbying Activities (SF-LLL) and the Civil Rights Certification (HUD-50077-CR)

Chairman Markowski requested a motion to approve the above resolution. Commissioner Johnson made the motion, which was seconded by Commissioner Carlson. The ayes were unanimous to approve.

RHA Admissions and Continued Occupancy Policy Revisions (Pages 1.18 - 1.19)

As was reported last month, the changes HUD requires have no major impact either on our operating policy or for residents – mostly date changes and PIH notice numbers. Required updates have been made. There were no changes made to the policy as a result of the resident meetings, just clarifications.

Resolution #2019-02 to approve revisions to the Rutland Housing Authority Admissions and Continued Occupancy Policy effective January 14, 2019

Chairman Markowski requested a motion to approve the above resolution. Commissioner Carlson made the motion, which was seconded by Commissioner Johnson. The ayes were unanimous to approve.

RHA Section 8 Program Administrative Plan Revisions (Pages 1.20 - 1.21)

As discussed in the December meeting, there are no significant changes to the Administrative Plan that affect our operations or our tenants. However, HUD will now release Fair Market Rents in January of the year instead of December, which gives us extra time to post them and roll them out. There were no changes to the plan as a result of the tenant meetings as there were very few comments.

Resolution # 2019-03 to approve revisions to the Rutland Housing Authority Section 8 Administrative Plan effective January 14, 2019

Chairman Markowski requested a motion to approve the above resolution. Commissioner Johnson made the motion, which was seconded by Commissioner Carlson. The ayes were unanimous to approve.

This concluded the Public Hearing and the Regular August Meeting of the BOC commenced.

TENANT CONCERNS

Several tenants have asked why Bob Killary is no longer the dedicated maintenance person at Templewood Court. The older folks at Templewood Court are used to Bob and trust that he knows what he's doing. There have been some concerns that sidewalks haven't been maintained to standard since the change. Ms. McCloskey pointed out that last week at least one member of the maintenance staff was sick each day. Fortunately Patrick Burton of the Maintenance staff went above and beyond the call of duty – he was on vacation but called in to see if help was needed to deal with the snow.

Management made the decision to assign maintenance staff to specific sites to allow them to develop expertise in all of the systems at all sites. This will ease the need for on-call staff to call upon the assistance of the coworkers who are more familiar with a particular site's equipment and facilities. It will also enhance ownership and pride in the staff for those sites. Bob is stationed at Hickory Street, Patrick at Sheldon Towers, and Corey Webster at Templewood Court. There will be some rotation, but we made assignments that best reflect skill sets and opportunities for gains in expertise with the sites they're assigned to. As always, they will work together on big jobs, such as unit turnovers.

APPROVAL OF MINUTES (pages 2.3 – 2.10)

A motion was made by Vice-Chairman Anderson and seconded by Commissioner Carlson to approve the Minutes of the Regular Meeting of December 10, 2018. Upon a roll call, the ayes were unanimous to accept as submitted. Said motion carried.

CONSENT AGENDA: (pages 1.11 - 1.24):

Chairman Markowski asked if there were any questions regarding the items in the Consent Agenda for the month of January 2018. There being none, a motion was made by Vice-Chairman Anderson and seconded by Commissioner Carlson to approve the Consent Agenda items, including:

Manifests: Section 8 Checks #2365 through #2368 and Direct Deposit #62124 through #62227

Manifests Public Housing #15393 through #15478

Credit Card Report 11/19/2018 – 12/20/2018

Manifests: Payroll: 12/05/2018, 12/19/2018 and 12/26/2018

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

EXECUTIVE DIRECTOR'S REPORT:

Hickory Street 3 Update

- Development Surplus – Fencing – We hope to soon finalize with Housing Vermont how to fund the 950-foot fence. Estimates for the job ranged between \$14K and \$22K. We will also try again to reach the rail company to see if they can store the boxcars elsewhere.
- Forest Park Drive Discontinuance/Transfer (Pages 1.20 – 1.21) – The ownership transfer is ongoing. Mr. Loso met with the City Attorney, who is researching the transfer process used by other municipalities in order to streamline the City of Rutland's procedure. We will soon have an agreement on their share of costs to maintain the retention pond (25% city responsibility due to right-of-way runoff). The Board of Aldermen will vote on this next month.
- Single-family Home Update – The next step of the process is to dispose and retain the .43 acres remaining at Hickory Street. We will have another Public Hearing next month to request board approval to submit the Significant Amendment to our 5-Year Plan to HUD's Boston office.
- Community Center Lease – The lease agreement with Rutland Community Programs for the former Boys & Girls Club space is in their court. The Rutland County Parent Child Center continues to use the space until their property has been repaired.

Federal Government Shutdown (Pages 1.23 – 1.29) – These pages contain HUD's contingency Plan, including HUD office contacts. RHA has enough Section 8 funding to pay Housing Assistance Payments (HAP) through the end of February. If the government remains shut down, we have reserves to carry on with payments through March, but not April. Public Housing tenants need not worry because we have \$1.2 million in reserves and can fund operations for quite some time. It will be devastating if the government doesn't retroactively fund the subsidies. We're anticipating the worst case, but expect no significant impact unless the shutdown drags on for 4-plus months. Entities that manage Project-based facilities that are wholly funded through Section 8 haven't had any subsidies for December or January; in our area, this includes Hospital Heights, Maple Village & Village Manor.

2018 ROSS Application & Extension Request – We are pleased that our 3-year grant for the ROSS program has been approved. This funding pays for Resident Services programming and administration. It can't be rescinded, so if we convert to RAD we can still utilize the funds. There is a balance left on the current grant, but with the government shutdown we have not yet received approval to carry it over.

2019 SASH Funding – We are also very happy to report that Cathedral Square negotiated a 3.5% funding increase with One Care Vermont (the fiscal agent for SASH) – the first increase since the program started! This will be a big benefit to community SASH panels and perhaps program partners as well.

Templewood Court Unit Conversions – Ms. McCloskey will cover this in her report, and we have a Resolution in Section 3 of our agenda to approve the contract for the unit alterations.

RAD Update – We are finalizing the Capital Needs Assessment, and have submitted it to our HUD RAD transaction manager. We're further along in the process than most PHAs, but we still have a long way to go. Part of the application process is submittal of the Declaration of Trust (DOT) – the document that outlines the relationship between HUD and the community re: ownership and use of the Public Housing properties. This was originally recorded at City Hall, but we couldn't find one for Sheldon Towers. When the original DOT was filed it was for a single 150-unit project, but ultimately two projects – Forest Park and Sheldon Towers – were built, and no one updated the DOT for the Sheldon Towers property. Section 3 includes a Resolution to execute the DOT for recording with City Hall.

REPORTS AND DISCUSSION ITEMS:

Finance/Administration Report (Pages 3.2 – 3.24)

Consolidated Budget Comparison and Variance Reports for November 2018: Revenues and Expenses – Ms. Buysse reported that the variance is staying pretty constant month to month. Rents are \$5700 over budget because in November there was only one vacancy and utility expenses were lower than expected. Administrative Fees for Section 8 are over budget due to the additional funding for June, August and November. The Public Housing Operating Subsidy continues to be over budget due to the fact that we budgeted for an 80% proration and received far more than expected. The Section 8 HAP subsidy is \$27K under budget because the November funding was low (it has since bounced back).

On the expense side, Payroll & Benefits are \$5600 under, but with year-end accrual this will level out. Utilities were under budget, but we will see this level out, as fuel deliveries have increased in December and January. Water is under budget but is also accrued across the year and paid in four installments. Administrative Expenses were slightly under overall, though Legal Expenses continued to run high (\$3800 over) due to an eviction case. Auditing is also high but is also accrued over 12 months, though we paid the contract in full in August. Service Contracts and Consulting are slightly under; IT Support & HAB Contract are under by \$7400, though we will pay the renewal on the HAB contract which will bring it in line with budget on the next report. Maintenance Expenses are \$6700 under, with rubbish and exterminating running low. General Expenses are \$26,000 over, most of which is due to insurance policies (\$18K over), but they also accrue over 12 months. PILOT is showing under but it's not on the books until year end. Other General Expenses are \$25K over because the Capital Needs Assessment required for RAD conversion wasn't budgeted for. Rent Subsidies for Section 8 were under because we have 215 vouchers leased up vs. the full 219 for which we have budget authority. Under Non-routine Expenses, Extraordinary Maintenance continues to run high due to the expense of the Templewood Court Catch basin work and tree removal at Sheldon Towers. Replacement of

Nonexpendable Equipment is over by \$6K due to the second installment on the elevator project and a rash of kitchen appliance replacements. The YTD bottom line shows a surplus is \$96,979 and the General Fund balance stands at \$1,224,375.26.

Cash Flow – This is staying consistent month to month. Accounts Payable is starting to increase slightly

2019-2020 Budget – Ms. Buysse and Mr. Loso are working on this and will have the draft for Board review for the February meeting. The shutdown is making it challenging to get all the information we need, but we are working through it.

Declaration of Trust for Sheldon Towers

Resolution # 2019-04 to approve the execution of the Sheldon Towers Declaration of Trust and to authorize the Executive Director and Chairman to execute and file same.

Chairman Markowski requested a motion to approve the above resolution. Commissioner Johnson made the motion, which was seconded by Commissioner Carlson. The ayes were unanimous to approve.

Capital Fund Program Grant VT01P003501-16 Close Out – This form communicates to HUD that we have fully expended the 2016 Capital Fund grant. The following resolution requests authorization to close out the grant, and execute and submit the necessary paperwork.

Resolution # 2019-05 to close out the Capital Fund Program Grant # VT01P003501-16 and to authorize the Executive Director to execute and submit the required documentation, form HUD-53001.

Chairman Markowski requested a motion to approve the above resolution. Vice-Chairman Anderson made the motion, which was seconded by Commissioner Carlson. The ayes were unanimous to approve.

Property Management (page 3.25)

Ms. McCloskey reported that the recertification process has begun, and Templewood Court residents have been returning their information as requested. There is one vacancy at Templewood Court, resulting in a 98.3% occupancy rate.

The biannual unit inspections at Sheldon Towers were conducted and two re-inspections will take place today. The occupancy rate is at 100%.

At Hickory Street, Property Managers will start regular Wednesday afternoon office hours this week. There are two vacancies at the site, resulting in a 98% occupancy rate.

RHA signed contract a for a Capital Needs Assessment for Phases 1 and 3 with Right-Trak Design. Inspections will take place January 15th and 16th for Phase 3.

Reporting on application trends shows that we processed 322 applications in 2018, an average of 26/month. This is 51 more than in 2017.

We are making progress bringing tenants with delinquent security deposits into payment agreements. Of the seven, five have signed agreements, and two have not responded. Ms. McCloskey will reach out to these tenants this week.

The first revision of the Capital Needs Assessment for Templewood Court and Sheldon Towers will wrap up this week. The bath renovation at Templewood Court is finally complete.

The RFP for the conversion of the Templewood Court efficiencies was successfully closed. There was good turnout for the pre-bid meeting on December 31, and we reviewed 5 bids at the January 9 opening. Bids ranged from a high of \$106K to the low bidder (McKernon Group) at \$74,450.

Resolution # 2019-06 to authorize the Executive Director to enter into a contract with McKernon Group in the amount of \$74,450 representing the low bidder for the Templewood Court Alterations to Unit 7 A&B project.

Chairman Markowski requested a motion to approve the above resolution. Commissioner Carlson made the motion, which was seconded by Commissioner Johnson. The ayes were unanimous to approve.

Section 8 Program (page 3.26 – 3.27)

Ms. Ladabouche reported that three families moved out, and another 3 moved in, but overall there have been an unusual number of people leaving the Housing Choice Voucher program. There are still three Mainstream Voucher recipients who have yet to find homes, but they should be housed by February 1. Rental housing in Rutland is still hard to find.

Resident Services Report (pages 3.28 – 3.52)

Ms. Keefe included in her report the *SASH Impact News Report for Partners & Policymakers*, which features successes such as the Mental Health pilot program in Burlington (in partnership with the Howard Center), the diabetes pilot project in Rutland, and the Suicide Prevention program in Brattleboro. Thanks to a partnership with the Vermont chapter of the Alzheimer's Association, SASH now has a streamlined referral process that provides the referring staff person a summary of the client assessment.

In addition to the 3.5% overall increase in SASH Funding that Mr. Loso reported, One Care Vermont has also designated SASH Staff to serve as Lead Care Coordinators (LCA). There are some funds associated with this function, but most important is SASH coordinators being placed on par with the staff of the Community Health Clinics of the Rutland Region, VNA and the area Agencies on Aging. The LCA will be selected by individual clients to oversee their care, including the submission of their shared care plans in the care information portal (Care Navigator, or in the case of Rutland, Cerner). Ms. Keefe will be receiving training on this system so that she can in turn train SASH Coordinators.

INFORMATIONAL ITEMS: (pages 4.2 – 4.13)

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

- A. Aged Delinquency Reports 12/2018
- B. Collections Report 12/2018
- C. Lease Violations/Evictions 12/2018
- D. Housing Occupancy Charts 12/2018

Chairman Markowski noted that the Board hasn't seen a recent request to retire bad debt. Ms. McCloskey confirmed that tenants are making rent payment a priority – in December she sent just one 14-day notice for non-payment of rent.

MEDIA

“Federal Grant Awarded: HUD Awards \$239K to Rutland Program Aimed at Seniors,” 12/21/2018, Keith Whitcomb Jr., Staff Writer, Rutland Herald (Pages 4.14 – 4.15) – This story reported on RHA's ROSS grant for 2019-2022.

EXECUTIVE SESSION

On a motion by Vice-Chairman Anderson and seconded by Commissioner Carlson, the Board entered Executive Session at 8:54 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 Carlson, seconded by Commissioner Johnson, the Board came out of the Executive Session at 9:05 a.m.

ACTION

ADJOURNMENT OF MEETING:

There being no additional business to bring before the Board the meeting adjourned at 9:05 a.m. on a motion made by Commissioner Carlson and seconded by Vice-Chairman

Anderson. Upon a roll call, the ayes were unanimous to approve, and the meeting was adjourned.

Date of next Regular meeting of the BOC: Monday, February 11, 2019 @ 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



2/11/19

Chairman's Signature

Date

Prepared by Barbara Richardson, Executive Administrative Assistant