

**RUTLAND HOUSING AUTHORITY**  
**Board of Commissioners**  
**Regular Meeting**  
**MINUTES**  
**February 21, 2022**

Kevin Markowski, CPA, Board Chairman, called the meeting to order at 8:11am on Monday, February 21, 2022 in the conference room at the RHA main office, to which the public had been invited via the RHA website and through notices posted at RHA properties.

**ROLL CALL AND INTRODUCTIONS:**

Board of Commissioners present:

- Kevin Markowski, CPA,, Board Chairman
- Karl Anderson, ESQ, Commissioner
- Jessica Butterfield, Commissioner, via Zoom
- James Richards, Commissioner

Rutland Housing Authority Staff present:

- Kevin Loso, Executive Director
- Kirsten Hathaway, Director of Finance, and HR
- Julie Sanderson, Property Manager
- Heather Greene Hinckley, Assistant Property Manager/Section 8 Specialist
- Rebecca Ladabouche, Section 8 Program Manager
- Carol Keefe, Resident Services Program Manager and SASH Supervisor

Additional Members of the Community present:

- None

**TENANT CONCERNTS:**

- None

**BOARD EDUCATION:**

- “Differences in Operating under RAD vs. Public Housing”, PHADA Commissioners Conference, January 2022.
  - Mr. Loso spoke extensively on this program from the conference and shared the slides in the Board packet.
  - The following are a few of the changes that Mr. Loso discussed in the PH to RAD conversion for both TWCT and ST.
    - Congress tends to increase funding for S8 programs. Long term funding will surpass what the PH program did.
    - Some PH specific rules no longer apply and this lessens the administrative burden.
    - Can serve a population of those most in need of assistance with the RAD program.
    - There is no longer any community service requirement with RAD.
  - Karl Anderson spoke about the conference that it was interesting for him to learn what other housing authorities throughout the country were doing and have an open dialogue with similar sized agency commissioners.
    - Mr. Anderson spoke of learning where the money comes from and how it is spent was another interesting part of the experience.

### **APPROVAL OF MINUTES:**

- A motion was made by Karl Anderson and seconded by James Richards to approve the minutes from the January Meeting. The vote was in the affirmative.

### **CONSENT AGENDA:**

- A motion was made by James Richards and seconded by Karl Anderson to approve the consent agenda. The vote, including that of Chairman Markowski, was in the affirmative.
  - Manifests: Section 8 Checks #66170 through #66279 and Direct Deposit #2598 through #2602
  - January 2022 HAP Breakdown
  - Manifests Public Housing #18550 through #18628
  - Credit Card Reports 12-23-2021 to 01-18-2022
  - Manifests: Payroll: 01-12-2022 and 01-26-2022

### **EXECUTIVE DIRECTOR'S REPORT:**

- Lincoln Place Update
  - Mrs. Heather Greene Hinckley reported that the final three lease ups for Lincoln Place are scheduled to happen on Monday morning.
- Rutland Area Bridge Housing Update
  - RRMC MOU Renewal
    - Mr. Loso reported that he didn't have much to report on the renewal, but explained that it seems to be the hospital's intent to continue to reserve two of the units, but are collaborating with HPC on the direct service side of things.
- IT Update
  - Hardware and Microsoft Conversion
    - All of the hardware has been received, and is being installed. The desktop and laptops are already in use and the new server is the focus of the work at this time.
  - Microsoft 365
    - It has been decided that the conversion to Microsoft 365 will be happening in June due to the changes needed in email, and the conversion with PHA web. This will be a better timeline with the necessary changes.
  - PHA Web Conversion – March 2022
    - Mr. Loso reported that the last couple of weeks of March will be filled with the conversion. This is a big undertaking and he thanked staff ahead of time for the work that is ahead of us as a team.
  - Development Update
    - Mr. Loso reported that the Griswold property has available 1.6 acres that could be developed and that we are waiting for Evernorth, at this point, to apply for a feasibility grant in order to delve deeper into this project. This will involve an environmental study and appraisals for the property.
    - There has been some movement on the Sunset Home. Mr. Loso met with a private investor and they are interested in working with us to utilize S8 vouchers in the units. There is more work to do on this, and Mr. Loso will research and continue to report on this.

- Mr. Loso reported that there are a lot of conversations going on in the community regarding the CSJ campus and that there are at least three groups meeting to discuss the future of that property. He noted that all of the groups included discussion on affordable housing, and that he has been attending as many of those group meetings as possible.
- Mr. Loso reported that he had received a decision from the Development Review Board from the City of Rutland and upon initial review they have approved the subdivision for Habitat and they will be able to then break ground in the spring.

### **FINANCIAL STATEMENTS:**

- Finance/Administration Report
  - Consolidated Budget Comparison – 12/31/2021
  - Variance Report – December 2021
  - Cash Flow – December 2021
  - RHA RFQ Fee Accounting and Consulting Services (see attached)
    - Ms. Hathaway reported that we currently have three inquiries in process.
  - RHA Draft Budget FYE 03/31/2023 (see attached)
  - RCH1 Audited Financial Statements Update
    - Ms. Hathaway reported a clean audit.
  - Report on RHA COVID 19 Measures
    - Ms. Hathaway noted that we had had the office open and was discussing about opening the office, once again. Ms. Hathaway noted that she will be researching the wearing of masks other than the N95s.
  - RHA Update February 2022
- Ms. Hathaway reported that the payroll/health insurance costs actually went down. She also noted that we have a surplus of \$217,000 +/- at this point.

### **PROPERTY MANAGER'S REPORT:**

- Ms. Sanderson reported the following:
  - Re-certifications are going well and still underway.
  - TWCT has two openings, and there are offers out for both units.
  - The Sieman's company, which handles the heating system here at TWCT, was here on site to check out the computer and do a re-training with maintenance.
  - Sheldon has three empty units with offers out for all of those as well.
  - The painting in the common area hallways are well underway and it looks great.
  - Hickory Street has one vacant unit and we are beginning the process of an initial interview for that unit.
  - Snow and ice removal has been a regular occurrence and maintenance have been doing an amazing job at keeping ahead of these storms and conditions.

### **SECTION 8 UPDATE:**

- Ms. Ladabouche reported that units are scarce and that she is losing people. She noted that people are porting their vouchers as they are not able to locate units within the jurisdiction.
- She noted that she had leased up three people last month, but had lost five.
- Mr. Loso shared that we have developed a Voucher Task Force so that we can look at every possible avenue of use of the vouchers in our area, as well as holding the vouchers even if people port to other jurisdictions.

### **RESIDENT SERVICES REPORT:**

- Carol Keefe reported that there has been some more changes at the SASH directors office. She also reported that there will be an open position for the Director of Training at SASH.
- Ms. Keefe also discussed opening the community rooms at the properties, as it will be more than beneficial for the residents for this to happen.
- Ms. Keefe reported that she is still working with the Housing Trust, as they are still seeking a SASH Coordinator.
- Ms. Keefe reported of a new BC/BS Medicare Advantage Plan program that is starting in Chittenden County and is hoping for it to come to our area soon.

### **INFORMATIONAL ITEMS:**

- Consolidated Aged Delinquency Reports 12-2021
  - VERAP update
- Collections Report 12-2021
- Lease Violations/Evictions 12-2021
- Occupancy Reports 12-2021

### **OLD/NEW BUSINESS:**

- Kevin Loso noted the following:
  - Mr. Loso noted that Betsy Franzoni has been out of town for the last couple of weeks and he is going to schedule with her and members of the Board a time to meet to get to know her and potentially add her to the RHA BoC.
  - Mr. Loso noted that there has been some discussion from the Burlington Housing Authority in hoping to have the BoCs changed from five members to between five to seven. The concern is that there could be unintended consequences by putting this to State statues.

### **EXECUTIVE SESSION:**

### **ADJOURNMENT:**

- Karl Richardson made the motion to close the meeting. It was seconded by Jessica Butterfield. The meeting was closed at 9:37am.

### **DATE OF NEXT SCHEDULED MEETING**

- Monday, March 14, 2022, 8am, RHA Conference Room, 5 Tremont Street, Rutland, VT 05701

Respectfully Submitted,

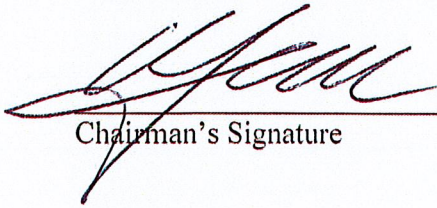
Kevin Loso  
Executive Director/Secretary, Board of Commissioners

Respectfully Submitted,



Kevin Loso  
Executive Director/Secretary, Board of Commissioners

**Approved by the Rutland Housing Authority Board of Commissioners**

 *Chairman* *4/13/20*

Chairman's Signature

Date

Prepared By:  
Joy Hatfield, Executive Administrative Assistant and Finance Specialist