

RUTLAND HOUSING AUTHORITY
Board of Commissioners
Regular Meeting
MINUTES
March 14, 2022

Kevin Markowski, CPA, Board Chairman, called the meeting to order at 8:22 am on Monday, March 14, 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:

- Mr. Loso introduced Joy Hatfield, the new Executive Administrative Assistant and Finance Specialist. Ms. Hatfield is filling the opening made when Heather Hinckley was transferred to the Property Management and Section 8 departments.

Board of Commissioners present:

- Kevin Markowski, CPA/Board Chairman
- Jessica Butterfield, Commissioner
- James Richards, Commissioner

Rutland Housing Authority Staff present:

- Kevin Loso, CEO
- 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
- Joy Hatfield, Executive Administrative Assistant & Finance Specialist

Tenants present:

- Brian Boch

TENANT CONCERNTS:

- None

BOARD EDUCATION:

- Mr. Loso briefly reviewed the “Housing Voucher Talking Points” hand out that was included in the board packet. The focus was on utilizing the Build Back Better legislation to address housing hardship and homelessness.

APPROVAL OF MINUTES:

- A motion was made by Commissioner Richards, seconded by Commissioner Butterfield to approve the minutes from the February 21, 2022 meeting. The vote, including that of Chairman Markowski, was in the affirmative.

CONSENT AGENDA:

- A motion was made by Commissioner Butterfield and seconded by Commissioner Richards to approve the consent agenda. The vote, including that of Chairman Markowski, was in the affirmative.

EXECUTIVE DIRECTOR'S REPORT:

- **Lincoln Place**-Mr. Loso reported that Lincoln Place is finished and the community response has been positive. Ms. Hinckley reported as of March 7th, all units have been leased up with the exception of one which became vacant subsequent to initial lease up. An application is being processed by the Housing Trust and the unit should be filled by April 1st.
- **IT Update** - All of the new computer hardware is in and has been configured. PHA Web conversion is scheduled for this month with training to commence next week. It is anticipated the new software will result in streamlined operations and better reporting. Once the system is in place the conversion to Microsoft 365 will be complete.
- Development Update
- **Sunset Home:** Mr. Loso reminded the Board that our efforts at redeveloping the site had stalled. It was determined the cost would be prohibitive primarily based on the necessity for an elevator but in private hands, the elevator won't be a requirement. There are now two private developers interested in the property. There is a significant amount of investment required up front for rehab, however if either buyer moves forward with the project, we would work with them to place Project-Based Section 8 Vouchers in the project
- **Griswold Property:** On hold until Evernorth (Housing Vermont) trains a new development person who would work with us to determine feasibility. We are continuing discussions with the Housing Trust of Rutland County regarding a potential partnership. Significant details would need to be worked out including ownership and management before we move forward.
- **CSJ Campus:** There are two separate community groups working to develop a redevelopment plan for the old CSJ campus. Mr. Loso reports he is attending both sets of meetings but is mindful to avoid conflicts associated with his service as Chairman of the Board of Heritage Family Credit Union which currently owns the site.

FINANCIAL STATEMENTS:

- **Finance/Administration Report**
 - In Ms. Hathaway's absence, Mr. Loso reported that the Consolidated Budget Comparison for the period ending 01/31/2022 is showing a positive variance of \$389,549.00. This is in part, due to the RAD conversion, reduced expenses, a surplus in the Section 8 Housing Choice Voucher account and miscellaneous income. PILOT payments to the City of Rutland in the amount of \$20,267.00 are pending
- **Status of RFQ for Accounting and Consulting Services**
 - We have received three responses to our Request for Qualifications for Fee Accounting and Consulting Services. Our current provider has indicated that he would not submit a proposal. Mr. Loso indicated he may need help from one or more Commissioners in scoring the proposals.
- **Budget**

Mr. Loso reported that no changes to the draft budget had been made subsequent to the initial review at the March meeting. After a brief discussion, Commissioner Richards made a motion to approve the proposed resolution which was seconded by Commissioner Butterfield:

Resolution #2022-05 to approve the RHA consolidated budget for FYE 03/31/2023.

The vote, including that of Chairman Markowski, passed unanimously.

PROPERTY MANAGER'S REPORT:

- Ms. Sanderson reported the following:
 - TWCT has two openings, and there are offers out for both units.
 - Sheldon Towers has three empty units with offers pending.
 - The painting in the common area hallways at Sheldon Towers is complete and it looks great.
 - Hickory Street has one vacant unit and we have begun the process of an initial interview of a new tenant.
 - Snow and ice removal has been a regular occurrence and maintenance have been doing an amazing job at keeping ahead of these storms and addressing poor conditions.
 - Jon Jordan attended an inventory online class that will help with inventory tracking once PHA Web is up and going.

SECTION 8 UPDATE:

- Ms. Ladabouche reported that units are scarce, however, she has gained a new landlord. She noted that people are porting their vouchers as they are not able to locate units within the jurisdiction. The scarcity of units is one reason for RHA to be involved in local housing development efforts.

RESIDENT SERVICES PROGRAM:

- AARP has been scheduled at SASH sites beginning in February. Everyone Eats was extended to the end of June. Everyone Eats is currently feeding SASH sites, Maple Village, Village Manor, Parker House and Linden Terrace. Lisa McCarthy was hired for HTRC. The last open position currently is SASH Wellness Nurse for MV/VM panel.

INFORMATIONAL ITEMS:

- The following items were included in the packet without discussion:

OLD BUSINESS:

- Mr. Loso reported that due to vacation schedules the proposed meeting with candidate Betsy Franzoni has not yet occurred. He will work with Kevin Markowski and Karl Anderson to get this scheduled.

ADJOURNMENT:

- Commissioner Richards made the motion to adjourn the meeting. It was seconded by Commissioner Butterfield. The meeting was adjourned at 8:55 am.

DATE OF NEXT SCHEDULED MEETING

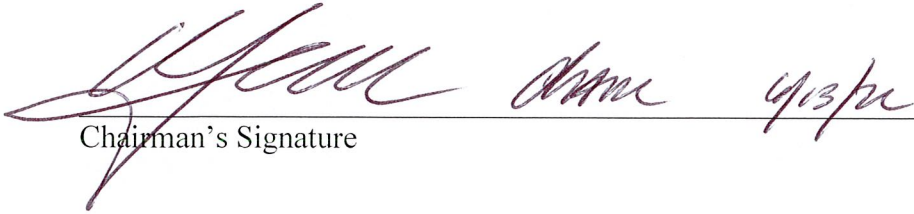
- Monday, April 18, 2022, 8am, RHA Conference Room, 5 Tremont Street, Rutland, VT 05701

Respectfully Submitted,



Kevin Loso
Executive Director/Secretary, Board of Commissioners

Approved by the Rutland Housing Authority Board of Commissioners



Chairman's Signature

Date

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