

RUTLAND HOUSING AUTHORITY
Board of Commissioners
Regular Meeting
MINUTES
April 18, 2022

Kevin Markowski, CPA, Board Chairman, called the meeting to order at 8:07 am on Monday, April 18, 2022 in the conference room at the RHA main office, 5 Tremont Street, Rutland, 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 Betsy Franzoni, our newly appointed Commissioner. The group welcomed Betsy and thanked her for her willingness to serve.

BOARD OF COMMISSIONERS PRESENT:

- Kevin Markowski, CPA/Board Chairperson
- Jessica Butterfield, Resident Commissioner
- James Richards, Commissioner
- Karl Anderson, Esq./Board Vice Chairperson
- Betsy Franzoni, Commissioner

RUTLAND HOUSING AUTHORITY STAFF PRESENT:

- Kevin Loso, CEO
- Julie Sanderson, Property Manager
- Carol Keefe, Resident Services Program Manager and SASH Supervisor
- Kirsten Hathaway, Director of Finance and Human Resources
- Joy Hatfield, Executive Administrative Assistant & Finance Specialist

TENANTS PRESENT:

- None

TENANT CONCERNS:

- None

BOARD EDUCATION:

- Mr. Loso narrated the “April Is Fair Housing Month” power point presentation provided to us by the Champlain Valley Office of Economic Opportunity. Attendance was documented for purposes of compliance.
- Mr. Loso also referenced the attachment “NAHRO 2022 Legislative & Regulatory Agenda, Housing All Americans in Strong & Vibrant Communities”, indicating that NAHRO has once again developed an ambitious list of priorities for the coming year.

APPROVAL OF MINUTES:

A motion was made by Chairman Markowski, seconded by Commissioner Butterfield to approve the minutes from the March 14, 2022 meeting. The vote was in the affirmative.

ANNUAL MEETING:

- **Appointment of Commissioners** – Mayor Allaire recently appointed Betsy Franzoni to fill the an unexpired term ending March 31, 2023 and reappointed Karl Anderson, Esq. to a sixth term ending March 31st 2027. The Mayor’s letter dated April 1, 2022 was included in the Board packet.
- **Election of Officers**
Commissioner Richards made a motion to appoint Kevin Markowski as Chairman of the Board of Commissioners and Karl Anderson as Vice Chairman. The motion was seconded by Commissioner Butterfield. The vote was in the affirmative.

- **Annual Report**-Mr. Loso reported that he is currently drafting the Annual Report for review by the Board.

CONSENT AGENDA:

- A motion was made by Commissioner Anderson and seconded by Commissioner Butterfield to approve the consent agenda. The vote was in the affirmative.

CHIEF OPERATING OFFICER'S REPORT:

- **Development Update**
CSJ-Mr. Loso announced that he has removed himself from the College of Saint Joseph project to avoid any conflict of interest between RHA and Heritage Family Credit Union where he currently serves as Chairman of the Board of Directors. Once acquisition of the property is completed, the RHA will re-engage with the planning group that is coordinating efforts. It is anticipated that a planning process will be undertaken to develop a master plan for the site. The prevailing opinion is that part of the site should include a mix of affordable and market rate rentals and single family homes.
Griswold-Mr. Loso also reported that he has heard from Evernorth that a new project developer has been hired and that they are ready to embark on the feasibility stage for possible housing to be located on the old Griswold site. A property visit and meeting are scheduled for April 22nd.
- **IT Update:** The software conversion from HAB to PHA Web is underway. Given the features of the new software, Mr. Loso suggested possibly eliminating the need for weekly manual check signing by providing the check register monthly via email to Commissioner Markowski for review as well as the invoices, should Commissioner Markowski request them. Any checks for staff would still require manual review and signing. Ms. Hathaway and Mr. Loso will contact our new accountant to determine if this procedure is HUD compliant and to revise the Internal Controls Policy as needed. Mr. Loso also reported that PHA Web includes specific portals for Section 8 landlords, applicants and tenants, all of which provide multiple options to provide access to relevant resources. The landlord portal will be implemented first with the others to follow.

FINANCIAL STATEMENTS:

- **Finance/Administration Report**
- Ms. Hathaway reported that as of 2/28/2022, the year to date surplus is \$416,403.00 which represents a positive variance of \$440,723.00 minus PILOT of \$24,320.00. The surplus is in large part due to accounting requirements under the RAD conversion. Fuel and gas are \$16,816.00 over budget while the electric is \$16,500.00 under budget. Ms. Hathaway will check for any misclassifications to confirm these numbers. The balance of the General Fund as of 2/28/2022 is \$1,001,611.75.
- **RFQ for Accounting and Consulting Services & Contract Award**
 Mr. Loso reported that Marcum, who submitted the most advantageous proposal to serve as our new Fee Accountant/Financial Consultant, is also our current auditor. Once the Letter of Engagement is executed, they will no longer be able to remain in the role as auditor. Ms. Hathaway and Mr. Loso are currently finalizing an RFQ to secure a new auditing firm. Mr. Loso asked the Board for approval of the Marcum proposal and for authorization to sign the contract.

A motion was made by Commissioner Richards and seconded by Commissioner Butterfield to approve:

Resolution #2022-06: To award the Fee Accounting and Consulting Contract to MARCUM Accounts/Advisors for FYE 2023, 2024 and 2025 with options for 2026 & 2027 and to authorize the CEO to execute same.

The vote was in the affirmative.

- **RFQ Auditing Services**

Ms. Hathaway reported that she is currently working on the RFQ and that it is with Mr. Loso for review.

PROPERTY MANAGER'S REPORT:

- Ms. Sanderson reported the following:
TWCT is 100% occupied and the recertification process is complete. Also, the fuel tank for the emergency generator was replaced due to a leak.
Sheldon Towers has one empty unit with an orientation and lease up scheduled and the recertification process is complete. Unit 806 is currently open but is being held for the transfer of the tenant from 204 so that renovations can be completed on that unit.
Hickory Street Phase 2 & 3 is 100% occupied. Phase one has one vacancy.
The pellet boiler at phase 2 has been professionally cleaned and our maintenance department has various spring clean-up projects under way.

SECTION 8 UPDATE:

- Mr. Loso reported that we currently have 3 Housing Choice Vouchers and 21 Mainstream Vouchers open. As previously reported, the lack of available housing inventory continues to be the biggest challenge.

RESIDENT SERVICES PROGRAM:

- Carol Keefe reported that the ROSS grant has ended. The final report will be forwarded to HUD by the end of the week. Also, Lisa McCarthy has been named SASH Coordinator at the Housing Trust of Rutland County, filling the last open Coordinator position. The only remaining open wellness nurse position is located at Maple Village/Village Manor. 3 SASH Coordinators are currently enrolled in and attending mental health training. A high blood pressure self-management class starts April 6th at the Parker House. Ms. Keefe reports she has a scheduled meeting with Southwestern Vermont Council on Aging case managers to implement new procedures. Lastly, RRMC has a new Community Health Improvement Self-Management Coordinator, Joanne Lemay.

INFORMATIONAL ITEMS:

The following informational items were included in the Board packet:

- A. Consolidated Aged Delinquency Reports 04/2022
- B. Collections Report – 04/2022
- C. Lease Violations/Evictions - 04/2022
- D. Occupancy Reports -04/2022

OLD/NEW BUSINESS:

- Habitat for Humanity-Tabor House ground breaking, Hickory Street on Saturday, April 23rd at 1:00 pm.

EXECUTIVE SESSION:

A motion was made by Commissioner Franzoni and seconded by Commissioner Richards to go into Executive Session at 9:00 am for the purpose of discussing contractual or human resource issues the premature disclosure of which would put the RHA at a significant disadvantage. The vote was in the affirmative.

The Board came out of Executive Session at 9:10 am on a motion by Commissioner Butterfield, seconded by Commissioner Franzoni. The vote was in the affirmative.

ADJOURNMENT:

Commissioner Richards made the motion to adjourn the meeting. It was seconded by Commissioner Butterfield. The meeting was adjourned at 9:10 am.

DATE OF NEXT SCHEDULED MEETING

- Monday, May 9th, 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