

**RUTLAND HOUSING AUTHORITY**  
**Board of Commission's Meeting**  
**September 12, 2022**

Kevin Markowski, CPA, Board Chairman, called the meeting to order at 8:02 am on Monday, September 12, 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:**

**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
- Heather Greene Hinckley, Section 8 Program Manager and Interim Property Manager
- Kirsten Hathaway, Director of Finances & HR
- Joy Hatfield, Executive Administrative Assistant & Finance Specialist

**TENANTS PRESENT:**

None

**TENANT CONCERNS:**

None.

**BOARD EDUCATION:**

- Mr. Loso reviewed recent updates from the National Low Income Housing Coalition and the Vermont Department of Health.

**APPROVAL OF MINUTES:**

- A motion was made by Commissioner Anderson, seconded by Commissioner Richards, to approve the minutes from the August 8, 2022 meeting. The vote was in the affirmative.

**CONSENT AGENDA:**

- Manifests: Section 8 #429 through #532 and Direct Deposit #2634 through #2638 and HAP Breakdown by Program
- Manifests Public Housing #19040 through #19140
- Credit Card Utilization Report 07/22/2022-08/22/2022

- Manifests Payroll: 08/10/2022 and 08/24/2022

A motion was made by Commissioner Franzoni to accept the Consent Agenda, Commissioner Butterfield seconded, the vote was in the affirmative.

### **CHIEF EXECUTIVE OFFICER'S REPORT:**

- **Staffing Update:**

Mr. Loso announced that we are now fully staffed with the addition of Tara Chandler, our new Property Management and Section 8 Specialist and the long-awaited return of Julie Sanderson, Property Manager.

- **AMA Consulting Services:**

We have received a proposal from AMA Consulting Group, LLC to conduct an onsite Agency Health Check. Although the focus would be on compliance, the exercise would also address operations, policies, procedures and practices with the end result being a report to the Board on recommended changes to our Section 8 Administrative Plan, internal processes and corrective actions, if necessary. Negotiations are still underway with a recommendation to the Board to follow.

- **Cell Tower Consultant Services:**

We are finalizing an agreement with the firm Cell Site Advisors, (CSA), to help negotiate our contract renewal with U.S. Cellular. CSA has extensive experience in the cell tower industry and has indicated they are confident they can negotiate an increase in our rent. The cost of CSA services will pass on to U.S. Cellular.

- **Templewood Court Electrical Systems Assessment Phasing Report:**

We have been working with Claus Bortenstein of Engineering Services of Vermont to identify the scope of work on the first phase of the Templewood Court Electrical Upgrade project. Because of the associated demolition and carpentry, we will bid the work out to a general contractor under the direction of NBF Architects. It may take some time for NBF to work us into their schedule.

- **Online Rental Exchange (OLRE):**

OLRE will be making a site visit to confirm that the security measures are in place to safely store the personally-identifiable information that we will acquire through their data bases. Once approved, a training will be scheduled to allow staff to access the system. The OLRE contract for collection services is being reviewed by our attorney.

- **Griswold Update:**

Once the long-awaited property appraisal has been completed, an offer will be made to the current property owner. Negotiations continue with Evernorth and the Housing Trust to determine how to best structure the deal. A Faircloth to RAD conversion remains a possibility in order to access the Section 8 Public Housing subsidies that were remaining

after the demolition of Forest Park.

- **College of Saint Joseph (CSJ):**

The city-funded planning process on the future of CSJ is on hold as Heritage Family Credit Union has identified a buyer for the main campus. Because there is a non-disclosure agreement in place, Mr. Loso was unable to identify the buyer. There may, however, be development opportunities on the west campus or with the buyer of the main campus.

- **Preliminary Application Discussion:**

Due to the inherent inefficiencies associated with having prospective tenants complete a final application that will only require significant updating when they reach the top of the waitlist, we are developing a preliminary application for those that we anticipate being on the waitlist for six months or longer. This application will determine initial income eligibility, citizenship status and any obstacles to admission. Once the family reaches the top of the waitlist, a full application will be required and final criminal record, landlord, income and credit checks will be completed in order to confirm eligibility.

- **Family Self Sufficiency NOFO:**

Mr. Loso reviewed the history of the Financial Self Sufficiency grant at RHA and our plan to respond to the HUD NOFO in order to reestablish the program for our Section 8 participants including those living in RAD and non RAD project-based developments.

### **REPORTS AND DISCUSSION ITEMS:**

- **Finance/Administration Report:**

The above-referenced reports were reviewed with Mr. Loso noting that there are corrections needed that will be reflected in next month's report. There was a significant decrease in HAP payments from HUD in both July and August as a result of low voucher utilization and the associated recapturing of reserves.

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

- Ms. Hinckley, Interim Property Manager reported the following:

There are two vacancies at Hickory Street, one RAD unit which paperwork is in the works for an offer and a tax credit 3-bedroom unit which has a current applicant who holds a VASH voucher (hoping for lease up by mid-August). Templewood Court has two units which have not been turned over but are in make-ready status. Neither unit will need much to make ready for renting. Offers have been sent out. The third unit is not officially ours until mid-September. This unit will take a bit more to turn over but should be ready in mid-September, offers have been sent out for an anticipated October lease up.

No vacancies at Sheldon Towers. Two 1 bedroom units (one RRMC) are open at Bridge Housing. We are working with RRMC and HPC to get those units filled as soon as possible.

Maintenance is preparing to remove a/c units. Wright Construction warranty inspections at Sheldon Towers have been completed and follow up repairs will be scheduled. went well.

Templewood Court annual inspections have been completed. There are two units that need re-inspecting because of on-going housekeeping issues.

### **SECTION 8 PROGRAM REPORT AND UPDATE:**

- Ms. Hinckley reports we have 10 folks looking for housing who have been issued vouchers. We are also getting ready to do all of the recertifications for Lincoln Place, marking the one-year point.
- **HAP Funding and Projected Expenses/HAP Cash Flow Tracking August, 2022:**  
The above-referenced reports were reviewed with Mr. Loso noting that there are corrections needed that will be reflected in next month's report. As noted, there was a significant decrease in HAP payments from HUD in both July and August.
- **2023 Fair Market Rent (FMR) Announcement:**  
HUD has posted the new FMR's for 2023 with significant increases in all bedroom sizes. This should help with our voucher lease ups as landlords can be paid more for their apartments. Ms. Hinckley and Mr. Loso will be reviewing our recently-enacted payment standards to determine if changes are necessary as a result of the increased FMR's.
- **RAD OCAF Adjustments 2021 and 2022:**  
HUD RAD regulations require that the RHA contract with an Independent Entity (IE) that conducts unit inspections and rent reasonableness studies prior to implementing OCAF (Operating Cost Adjustment Factor) to RAD rents. Springfield Housing Authority conducts our inspections but has not done our rent reasonableness studies. We have entered into a contract with Vermont State Housing Authority (VSHA) to do this work for us. The OCAF for 2021 is 1.85% and 3% for 2022. Once the studies are complete, we will retroactively increase rents which will result in additional HUD Section 8 subsidies but not increases in the tenant portion of rents.
- **Section 8 Landlord Incentives:**  
Mr. Loso reviewed HUD guidance on providing monetary incentives to promote landlord participation in the Section 8 Program. The options are currently under review but no recommendations are being made at this time.
- **2022 Fair Share Voucher Allocation:**  
The RHA has been awarded 4 new Section 8 vouchers making our new total 223 HCV/PBV (including Hickory III and Lincoln Place), 154 RAD PBV (Templewood Court, Sheldon Towers and Hickory Street 1 and 2) and 89 Mainstream.

### **RESIDENT SERVICES PROGRAM REPORT:**

- None.

### **INFORMATIONAL ITEMS:**

- The informational items including the Delinquency, Collections and Eviction/Lease Violation reports were reviewed.

**OLD/NEW BUSINESS:**

- None.

**EXECUTIVE SESSION:**

- Status of CEO evaluation

**ACTION ITEMS:**

- None

**ADJOURNMENT:**

- Board Chairman Markowski adjourned the meeting at 9:10 am.

**DATE OF NEXT SCHEDULED MEETING:**

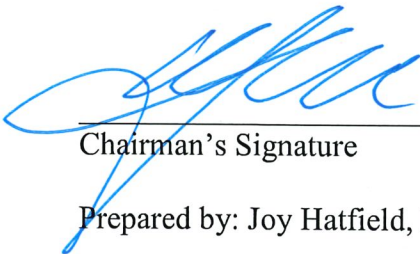
The next scheduled meeting of the Board of Commissioners will be on Monday, October 27, 2022 at 8:00 am in the Board Room at Templewood Court, 5 Tremont Street, Rutland, VT 05701.



Kevin Loso  
Executive Director/Secretary, Board of Commissioners

10/17/2022  
Date

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



Chairman's Signature

10/27/22  
Date

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