

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

4:15 P.M.
September 8, 2021

ZOOM Meeting
<https://us02web.zoom.us/j/8445637676>
Dial by your location
1 646 558 8656 US
Meeting ID: 844 563 7676

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(802) 655 2360 prior to noon on May 12.*

MINUTES

PRESENT: Diane Potvin, Chair; Pat Raymond, Vice Chair; Bobby Arnell, Commissioner; Nicole Mace, Commissioner; Marnie Owen, Commissioner (attended starting on Item 4)

OFFICER: K.R. Decarreau, Executive Director

NOTE: The August meeting was cancelled due to a COVID outbreak.

Meeting was called to order at 4:16 pm by Chair Potvin

1. Approve Agenda
No changes.
2. Approve Minutes of June 2, 2021
Motion by Commissioner Mace, Seconded by Commissioner Raymond.
Motion Carries 4 – 0 with Commissioner Arnell abstaining.
3. Public Comment
No Public in attendance
4. COVID – 19 Update
See Board Notes
5. Update on Finances
ED Decarreau handed out cash balances and noted a recovery in the cash position (after considering the PILOT obligation) and the increase in Reserves. Also noted spending on replacing the crumbling wall at the Main Street Property.

ED Decarreau noted that the budget format and reporting was changing with new accountants. This was necessary because of the change to the revenue structure of RAD program rather than the public housing model. This change did not occur under the former accounting firm. The transition is not yet complete/ A full report on the first half of the year will be available in October.

6. RAD Update

We are experiencing some changes in pricing based on the supply chain disruption. New pricing just became available. We will have a more complete update in October. At that time, we should also have a better understanding of the impact of the supply chain and labor shortage on the end of the project.

7. Approval of Project Based Voucher Policy Amendment

Commissioner Mace asked if the recommended changes were substantial. ED Decarreau noted that the policy was revised to look like the Vermont State Housing Authority (VSHA) policy, and the changes were largely administrative and for the purpose of matching other policies.

(NEW NOTE: There was a preference for people under the Violence Against Women Act – VAWA – with a reference to another section of the policy. We do not currently have any preferences, and therefore had to remove that clause. We will have a discussion about preferences in October.)

Motion to Approve: Commissioner Arnell, Seconded by Commissioner Raymond.

Motion carried 5 - 0

8. Review of Policy on Surveillance Policy (possible adoption)

The Board generally agreed that a policy was needed and agreed to vote on the policy in October.

9. Staffing Changes

ED Decarreau noted that staffing was becoming a challenge and that departures were happening and likely to continue. Agencies using bonus programs were likely to contribute to the churn.

Specifics of employee action and strategies on managing the process were moved to executive session in order to discuss confidential personnel matters.

Motion to Enter Executive Session by Commissioner Arnell, Seconded by Commissioner Raymond.

Motion carried 4 – 0 with Commissioner Mace leaving the meeting to attend to work obligations.

10. Intro to 2023 Annual Plan (April 1, 2022 – March 31, 2023)

ED Decarreau explained the process as outlined in the Board Notes.

11. Other Business – None

Motion to Adjourn by Commissioner Arnell, Seconded by Commissioner Owen at 5:20 pm.

Motion Carried, 4 - 0

Next Meeting: October 6, 2021