

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MINUTES OF JANUARY 8, 2020 BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held at 123 Barlow Street, Winooski, Vermont. The meeting was called to order by Vice Chair Raymond at 4:11 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT:, Vice Chair Patricia Raymond, Commissioner Robert Arnell, Commissioner Jay Lambert

OFFICERS PRESENT: Executive Director KR Decarreau

COMMISSIONERS ABSENT: Chairperson Diane Potvin, Commissioner Nicole Mace

1. Approval of the Agenda

Commissioner Lambert motioned to approve. Commissioner Arnell seconded. Motion approve 3 – 0

2. Approval of the Minutes of December 18, 2019

Commissioner Arnell motioned to approve. Commissioner Lambert seconded. Motion passed 3-0.

3. Public Comment – No members of the Public were present

4. Administrative Update

a. Cash Balances and Commitments – No questions¹

See Update attached

b. RAD Update – ED Decarreau noted that funding was less than expected for the RAD program from the HAP (Housing Assistance Program) payment from HUD. This is likely due to uncertainty in the federal budget process. It is rare since 2007 to have final budget numbers from HUD prior to March and can happen as late as July. We are tracking our shortfall carefully and expect to be made whole once the federal budget becomes certain.

5. Review and Approval of Lease Terms for Winooski Schools

ED Decarreau noted that WHA and the School were working with a boilerplate lease to come to an agreement on a final document. Commissioner Lambert stated that all entities that use our facilities should be on a lease or contract. This will include DREAM once the School contract is finalized. This will include rules needed for a school system to operate in the space including access to bathroom, future water testing, and any other renovation that might need to occur. We will also negotiate safety issues such as snow removal.

A final proposed lease will be on next month's agenda.

¹ Since the meeting, it became clear that HUD had paid less in the Housing Assistance Voucher program for the tenant-based program. (This is the program formerly known as Section 8.) The Authority received \$34,571 less than expected due to the size of our reserves. This corrected in December. We are watching our program carefully and will report on the issue at the February Meeting.

6. Approve Holiday Schedule and Change to Personnel Policy

In addition to the changes noted in the Board minutes, ED Decarreau added the proposal to change the payout at termination to a prorated amount of vacation based on the number of weeks worked in the employee's employment year.

Commissioner Lambert noted that he was concerned about the number of snow days. ED Decarreau explained the need to change the Personnel Manual due to a number of issues that require updating. Snow Days will appear in the revision.

Commissioner Arnell:

I move to adopt the holiday schedule and leave policy as outlined by the Executive Director.

Commissioner Lambert seconded the motion. Motion passed 3 0

7. Discuss Budget Process

ED Decarreau explained the budget process as outlined in the Board Notes and explaining the plan for February's review of the staffing and compensation plan. Of note, the Authority may not have a sense of revenue before the need to approve the budget (see discussion on the federal budget process above).

We will look for a possible meeting date in later March to give as much time as possible for staff to put together a budget. No one on staff has worked the process before and the RAD transition has changed some assumptions. A poll on a new meeting date will be sent out.

8. Executive Director Update

No questions

9. Next Meeting – Items

Outlined in Board Notes

10. Other Business - None

There being no further business, Commissioner Lambert moved to adjourn, seconded by Commissioner Arnell. Vote 3 — 0. The meeting was adjourned by Vice Chair Raymond at 5:04 PM.

Respectfully Submitted,

KR Decarreau

Secretary