

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MINUTES OF FEBRUARY 5, 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 Chair Potvin at 4:15 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Chair Potvin, Vice Chair and Commissioner Patricia Raymond, Commissioner Robert Arnell, Commissioner Jay Lambert, Commissioner Nicole Mace

OFFICERS PRESENT: Executive Director KR Decarreau

1. Approval of the Agenda

Commissioner Arnell motioned to approve. Commissioner Raymond seconded. Motion approve 5 – 0

2. Approval of the Minutes of January 8, 2020

Commissioner Lambert motioned to approve. Commissioner Raymond seconded. Motion passed 3-0 with 2 abstentions.

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

4. Administrative Update

- a. Third Quarter Results – Discussion on the Section 8 voucher program and the drop in the number of vouchers issued. ED Decarreau noted the need to relook at local preferences, Place Based vouchers, and other strategies to maximize our vouchers issued. ED Decarreau noted that we could go over our allocation and draw on our reserves to get ahead of the balance. Discussion also about the lack of apartments available and the issues of lack of family housing.
- b. Cash Balances and Commitments – No questions
Discussion about the need to establish a capital plan. ED Decarreau notes that we will look into an engineering student to help build our data base of assets so we can begin to structure a long-term plan with funding through the budget to stay ahead of issues. We also discussed hiring a Social Work student in the fall to help put together a packet for HCV clients looking for apartments.
- c. RAD Update – ED Decarreau noted that federal procurement requirements are presenting a challenge to perform work at the Franklin Elm, given that we are removing siding and don't know what will need to be repaired. ED Decarreau has

asked for clarification on the federal guidelines for funds secured through a loan in closing out property that transferred from HUD to the WHA entities. We are awaiting an answer. Our goal is to find a way to attract smaller bidders, broken out by trade, so we can lower the cost.

5. Review of Lease Terms for Winooski Schools

ED Decarreau reviewed the contract terms for a June 1 start. There is approval to move forward.

6. Procurement Policy

Discussion about the Audit finding. Commissioner Arnell asked about the policy about requiring two signatures on checks – which will be in the Accounts Payable policy. Question about calling VLCT in to consult.

Commissioner Arnell moves *The Board of Commissioners of the Winooski Housing Authority do hereby strike all of the Procurement Policy as adopted on May 1, 2019 and replace with these policies as adopted on February 4, 2020 and authorizes the Chair to sign.*

Second by Commissioner Raymond

Motion carries 5 - 0

7. Conflict of Interest Policy

Discussion about whether the policy has been used by the Board, which was confirmed. It was also noted that this applies to Agents as well. The question was asked about whether employees were trained in the policy. ED Decarreau confirmed that training will occur.

Commissioner Mace moved that *The Board of Commissioners of the Winooski Housing Authority do hereby strike all of the Conflict of Interest Policy as adopted on September 3, 1991 and any portion of the Procurement Policy adopted on May 1, 2019 and to adopt the Conflict of Interest Policy from February 4, 2020.*

Second by Commissioner Raymond

Motion carries 5 - 0

8. Wage and Salary Budget

Commissioner Lambert wants to see how the positions are going to be evaluated based on their position description. Concern about the automatic raises and the expectation that people be asked to improve continuously.

Commissioner Lambert asked whether we had an Associate Director. This had been Ms. Sweet's title. ED Decarreau acknowledged that this was not clear. There is no issue giving Wendy that job title and will review.

Commissioner Lambert noted that there needs to be a chain of command and that job descriptions contain specific information about job duties so that should there be an employee action. He also noted that evaluation is tied into the job description.

ED Decarreau clarified that the job descriptions will be much longer and will document the clear chain of command and a clear statement of tasks and essential functions. This process will take time.

Commissioner Lambert is concerned that we jumped to the money before clear job descriptions. Commissioner Arnell is concerned that changing a position description on a person who has been doing the same job for a long time.

Commissioner Lambert does not like step program.

ED Decarreau acknowledged that the process is to create fairness in the compensation package. There is no need to base raises in the future based on a step program.

Commissioner Mace asked how raises has happened in the past. ED Decarreau stated that there is no pay records or promotions in personnel records.

Commissioner Arnell ask whether we should consider and Human Resources position. ED Decarreau explained that the ED performs that function and may need assistance from consultants and attorneys. With a small organization it is difficult to afford and keep a full time staff person busy.

Commissioner Mace asked whether the intention was to create an indexing system to which Commissioner Lambert stated he would prefer to see a cost of living adjustment with merit.

9. Executive Director Update No questions
10. Next Meeting – Items Outlined in Board Notes
11. Other Business - None

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

Respectfully Submitted,

KR Decarreau
Secretary