

WINOOSKI HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MINUTES OF JUNE 3, 2020 REGULAR BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held electronically as allowed by special Vermont Statute due to COVID-19 requirements.

The meeting was called to order by Chair Potvin at 4:13 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 Nicole Mace

COMMISSIONER ABSENT: Commissioner Jay Lambert

OFFICERS PRESENT: Executive Director KR Decarreau, Director of Programs Wendy Sweet

1. Approval of Agenda

Motion by Commissioner Arnell: I move that the Agenda is approved. Second by Commissioner Raymond

Motion Passes 4 - 0

2. Approve Minutes of May 6, 2020 meetings

Tabled until next meeting

3. Public Comment

No public in attendance

4. Compensation of Executive Director

Executive Director Decarreau stepped out of the meeting. Ms. Sweet took over for information.

The Board approved a 1.5% raise. ED Decarreau explained this was the cost of living given to the rest of the staff.

Commissioner Mace and Arnell asked that there be a study of local ED salaries and a set of objectives to measure deliverables in future years. The Board agreed that a strategic planning session contemplated for July could not happen over Zoom. This is the meeting to determine objectives and will be held as soon as an assembly is possible.

5. Update of Activities During COVID 19 Operations

In addition to the Board Notes. Winooski Cluster with about 10 – 20 cases. Looking for a news conference for more information.

Staff promoted the testing as much as possible. Testing is coming from all over the city. This is good news.

We are communicating as much as possible with City and partners.

Community Rooms will remain closed. We do need to restart foot clinics as soon as we can. Commissioner Raymond noted that tenants can go out doors and community rooms should remain closed. She noted that there seems to be more people coming in. ED Decarreau noted we cannot prevent visitors. We have no way of closing down the building.

Commissioner Arnell noted that the impact on mental health of the isolation is significant.

6. RAD Update

Roof is complete. There were some breaks in the roof drain issues at 31 Spring Street not associated with the roof work.

Released Request for Proposal for patio at Senior Towers.

7. Tod Ingles Construction Contract Approval

See Board Notes and Contract

ED Decarreau noted there was an issue in the spreadsheet with a calculation that was backwards. The actual balance at Franklin Elm Project is lower. We will reissue at the next meeting.

There is another \$57,000 of expenses that were not submitted to reimbursement from the bond proceeds. At the end, we will draw all of the remaining funds.

Motion by Commissioner Arnell: I move that the Board of Commissioners accept the bud from Tod Ingles to perform upgrades at the family properties and authorize the Board Chair to enter into the work contract. Second by Commissioner Raymond.

Motion passes 4 - 0

8. Approval of Property, Casualty, and General Liability Insurance Policy

We hired Hickok and Boardman to evaluate options. They recommended a move to Philadelphia Insurance

Motion by Commissioner Arnell: I move that the Board of Commissioners move the Property, Casualty, and Liability Insure to the Philadelphia Insurance Company as recommended by Hickok and Boardman. Second by Commissioner Mace.

Motion Passes 4 - 0

9. Other Business - None

ED Decarreau noted that a July meeting for a strategic planning session. The group wished to be in a same room. The group agreed to meet in August.

There will be no July meeting unless there is specific need.

There being no further business, Commissioner Mace moved to adjourn, seconded by Commissioner Arnell. Vote 4 — O. The meeting was adjourned by Chair Potvin at 5:05 PM.

Respectfully Submitted,

KR Decarreau

Secretary

UPDATE from email of April 21, 2020:

We are working our way through the issues involved in reopening. During our time we have:

- Switched software and are now working in the new system
  - The landlord payment had some issues that are now corrected
- We have changed our internal process to improve this process
- We can now work paperlessly, across functions, and from home for most functions.
  - We will issue our first checks out of the new software. Reports are improved
  - We will continue training over the next few weeks as we integrate more features in the financial software
  - We are working on procedures and instructions to support the new processes
- We are prepared to award the following contracts
  - Electrical upgrades at the family housing properties
  - HVAC system at the Terraces (65 Barlow)
- We have delayed the bid on the exterior work at the family properties until May 18 when we anticipate being able to hold a walkthrough
- We are on hold with the roof work at Spring Gardens (31 East Spring Street) until we get that clearance from the Governor. We anticipate May 15 at this point. We will still ask that workers not pass through the building as was previously planned.
- We are working on several bid packages to finish the work required by the bonds. I will have a more formal update at the next meeting.
- We are working on a plan to use some of our HCV (Section 8) vouchers as Project-based vouchers. This means agreeing to use a voucher for a particular new affordable unit where the voucher stays with the apartment, not the person. It is important to finance new units.
- We received waivers from HUD for particular regulations that cannot be fulfilled under the stay at home order. We are evaluating which we should use.
- We have organized calling tenants on a regular basis to stay in touch with their issues and make sure we can respond.
- We put our regular SASH newsletter out with lots of information

- We have continuously communicated new suggestions from the CDC and the Health Department.
- We are catching up with some training for folks that have been too busy to stop and take courses.
- We are working on a strategy for dealing with a case (or an outbreak) in a building.

Staffing:

- Staffing on Property:
  - One maintenance person working on emergencies (Hazard Pay Requested)
  - One maintenance person disinfecting all high touch areas daily and exceptionally high touch area twice daily (Hazard Pay Requested)
  - Two admin staff sharing front desk duties that involve managing packages and issuing keys to residents (Hazard Pay requested for hours in the office)
  - Finance staff working in the office two days a week on processing invoices
  - HCV staff working two days a week processing income changes for those folks who lost income, keeping voucher process in compliance (this relied on handling documents that cannot go home) and continue to issue vouchers.
- Staff Working at Home
  - Executive Director
  - Program Director
  - Maintenance Director
  - Leasing Agent
  - Property Manager
  - SASH Nurse
- Staff at Home
  - Custodial Supervisor and two part time staff
  - Four Maintenance staff

We continue to pay staff their full paychecks and are receiving finds from HUD (extra admin fees from Section 8 program) that will cover this cost.

We are working with the Post Office (through the Mayor) to be sure that if we have a case of COVID 19, they will continue to deliver mail. They have refused to deliver to other buildings until a process was negotiated (using the Congressional Delegation). This is unacceptable as we should not be handing personal mail and their proposed solution is to have the landlords pick up and distribute all mail.

We will start bringing maintenance staff back next week to do landscaping and to work on turning over vacant units so we can lease them as soon as possible.

We will start bringing cleaning staff back to “spring clean” the buildings as we have only done disinfecting and very limited cleaning.

We will allow two people in the office “pods” (offices sharing a common bathroom) next week. We will not require people to come back, but allow work to be done during regular hours. Up until now, we

have had staff that need to go into the office work off hours so that only one person at a time was in the office.

DRAFT