

WINOOSKI HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING

4:15 P.M.  
January 12, 2022

ZOOM Meeting

Minutes

PRESENT: Diane Potvin, Chair; Pat Raymond, Vice Chair; Commissioner; Nicole Mace, Commissioner, Marnie Owen, Commissioner

ABSENT: Commissioner Bobby Arnell

OFFICERS: K.R. Decarreau, Executive Director

Meeting was called to order at 4:20 pm by Chair Potvin

1. Approve Agenda

No change

2. Approve Minutes of December 8 and 29, 2021

Commissioner Mace moved to approve the minutes of the December 8, 2021 meeting as submitted. Seconded by Commissioner Raymond.

Motion carried 3 – 0 (Commissioner Owen was not present at this point.)

December 29 minutes tabled until February Meeting. No quorum present.

3. Public Comment

No public present

4. Review Audit

Commissioner Owen joined at this point in the meeting.

See Board Notes

ED Decarreau noted the difficulty in concluding anything from the numbers based on the impact of COVID, the conversion to RAD and the implementation of the new accounting system. We reviewed the recommendations.

Commissioner Mace asked about how the audit was conducted. Overall, we were pleased from an organizational state. ED Decarreau noted that it will be easier to work with the auditors when all of the numbers are available to us and we do not have separate accounting systems with data that is not consistent.

## 5. Budget Report

ED Decarreau noted that we are getting closer to converting to the new accounting system. We expect that we will have made significant progress at the end of December and can use actual numbers to budget for FY 23. Most programs are functioning well. WHA is getting less funding from HUD for rent subsidies (Housing Assistance Payment or HAP) in order to use reserves from the previous years. This issue is due to the inability of people who are issued vouchers to find housing that meets HUD standards.

## 6. Follow Up on Report to the Winooski City Council on December 6, 2021

Mayor Lott informed me that the Planning Commission is entertaining options for allowing denser construction in places where that level of density currently exists. The City Council is setting a goal of establishing more multibedroom units. This is good news for the possibility to expanding Elm Street.

ED Decarreau has started to work with an architect to understand what might be possible on the Elm St. Property.

## 7. Reschedule Regular Meeting

The Board decided to move the regular meeting to 4:15 on the second Tuesday of each month. ED Decarreau noted that there will likely be an extra meeting at the end of March to approve the final budget.

## 8. Annual Plan, IT Plan, and Org Chart for FY 23 Budget

The Board reviewed the plans as outlined in the Board Notes and handouts.

The Board entered Executive Session to discuss a potential contract that publicizing may hinder negotiations.

Commissioner Mace motioned to enter Executive Session to discuss a negotiating position of WHA. Seconded by Commissioner Owen.

## 9. Other Business

Chair Potvin requested assistance in an interview for a new Board Member. Commissioner Raymond volunteered.

Motion to adjourn at 5:01 by Commissioner Owen, Seconded by Commissioner Raymond.

Motion carried 4 - 0