

WINOOSKI HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING

4:15 P.M.  
September 13, 2022

MINUTES

PRESENT: Diane Potvin, Chair; Pat Raymond, Vice-Chair; Nicole Mace, Commissioner, Marnie Owen, Commissioner, Abeer Al Zubaidy, Commissioner

OFFICERS: KR Decarreau, Executive Director

Meeting Called to Order by Chair Potvin at 4:17

1. Approve Agenda

No changes

2. Approve Minutes of June 7 and 24, 2022

June 8 Meeting: Motion by Commissioner Mace

Second by Commissioner Raymond

Motion Carries: 4-0 1 Abstain

June 24 Meeting: Motion by Commissioner Owen

Second by Commissioner Raymond

Motion Carries: 4 – 0 – 1 Abstain

3. Public Comment

No Public

4. Q 1 Budget Review

See Notes

Mace – Are we doing anything to educate tenants about to contain household pests? ED Decarreau noted that we brought in a cultural interpreter to help two tenants understand what they need to do to prevent pests. ED Decarreau also noted that we changed pest control companies who will treat the infestation without significant measures on the part of the tenant.

Commissioner Owen asked if there was a better product than RAID, which we could provide. ED Decarreau explained that there is a need for a professional application of a product.

Commissioner Al Zubaidy noted the need to make sure to educate family about food management and cleanliness, noting that a family that is drying food in a strange way.

ED Decarreau noted that in the work with AALV about any cultural issues that may be impacting the situation. AALV noted that families not cleaning is not a cultural issue.

Commissioner Mace noted that it is important that we understand why certain families are not successful, making sure that we are looking at underlying cause. Commissioner Al Zubaidy also noted that for folks who come from some camps, cleaning is a different in an enclosed space. ED Decarreau noted that we have worked with DCF to get families help and during that support, they have kept areas clean during regular inspections. We have also supported a family with \$40K of repairs and are trying no keep from ending up spending that amount regularly. ED Decarreau noted that we are trying hard to avoid eviction. Unfortunately, that is our only tool as a landlord. ED Decarreau explained that we will continue to work with the family and help bring in support as we can.

5. Approval of Update to the Admin Plan (Wendy Sweet)

Most changes are grammatical. Major changes are highlighted.

Motion to adopt by Commissioner Raymond

Second by Commissioner Owen

Motion Carries: 5 - 0

6. Approval of Attorney Approved New Employee Leave Policy

Motion to approve with changes by Commissioner Raymond

Second by Commissioner Mace

Motion Carries: 5 - 0

7. Approval of Attorney Approved FSLA policy adaptation

No changes pre-approval carries

8. Retirement Policy Changes

See Board Notes

Commissioner Owen noted that the changes looked like god changes.

Motion to Approve by Commissioner Owen

Second by Commissioner Raymond

Motion Carries: 5 - 0

9. Other Business

ED Decarreau noted that we hired a new property manager who is experienced. WHA has turnover in this position which is common because the job is difficult. We are watching wages carefully and making sure we stay competitive.

ED Decarreau noted that we are starting to work on training staff to move into positions of people who are intending to retire, including building a new organizational structure.

Our new Administrative Coordinator is doing well getting the office reorganized and addressing systems.

Vermont Emergency Rental Assistance Program just announced a closure to the program that was far faster than expected and with little warning to the families using the program. ED Decarreau noted there is a potential cliff coming sooner than expected.

10. Adjourn

Motion by Commissioner Owen

Second by Commissioner Raymond

Motion Carries: 5 - 0