

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

4:15 P.M.
July 17, 2024

Zoom
For link please call (802) 655 2360 by
noon of the scheduled meeting.

Minutes

Meeting called to order by Vice Chair Raymond at 4:27

Commissioners Present: Raymond; Mace; Al Zubaidy

Officers Present ED Decarreau, Dionne Beaulieu (Business Manager). And Jamie Latterell (HCV Program Supervisor

1. Public Comment

No public comment

2. Approve Agenda – No Changes Proposed by Staff

Alter Agenda to start with HOTMA item

3. Approve Minutes of February 20, 2024, March 27 and continuation on April 17, 2024

Motion to approve the minutes of April 17, 2024 by Commissioner Mace, seconded by Commissioner Al Zubaidy. Approved 3 - 0

4. HOTMA Anticipated Changes and Update of Process

In most cases there is no choice in the Administrative Policies because they are now HUD regulations. The rollout was (and remains) delayed because the update to the HUD software is not ready for implementation of the new rules.

Commissioner Raymond stated that she liked the new rules.

Commissioner Al Zubaidy asked why the program has to be adopted now. ED Decarreau explained that the Obama administration updated the rules. Ms. Latterell noted that she had been with WHA almost twenty years and the rules had not changed.

See handout from Dionne Beaulieu. Paper reviewed by Ms. Beaulieu and Ms. Latterell.

Commissioner Mace noted that the burden placed on family using services with completing paperwork is excessive and reducing the burden is not an issue for her. Commissioner AlZubaidy agreed, noting how often circumstances in families change.

Ms. Latterell noted the challenge of the limit of having \$100,000 in assets in order to qualify. They noted that if families acquire \$100K in assets while participating the Board has the option to set a policy about whether the family may keep their benefits.

Commissioner Mace wanted to understand what Burling and Vermont State Housing Authority are choosing in their policy update so we can align where appropriate.

Commissioner Abeer supported the idea of holding meetings at the school to table when the changes are occurring.

5. Approve By Law Changes

ED Decarreau did not include the document in the distribution, just the notes. Decarreau advised on the following exchanges:

- Changed the address of the Authority from the City offices to a location of the Board's choosing with notification
- Used gender neutral language
- Notes the State Law creating the Authority
- Clarified that the Chair is the person who represents the Board in interactions with the ED and allows the Chair to make changes to the Agenda
- Creates a Treasurer who review expenditures – instead of the Chair
- Adds Executive Director to the section of "Secretary"
- Clarifies that the Board does not manage personnel (Commissioner Mace asked that the statement is positive in conformance with laws and regulation.)
- Changes the Annual Meeting shall occur when the Board determines.
- Changes regular meeting to the same as Annual Meeting. Allows Board members to attend electronically.
- Clarifies special meeting to "in accordance with Open Meeting Law.
- Clarifies that a quorum is a majority of the members present. ED Decarreau noted that under normal circumstances, an important decision of the Board will not be made without members present if possible.
- Deleted the Order of Business
- Allows for a voice vote unless a roll call vote is requested.

Commissioner Mace noted that under Amendments, that the sentence the states "members of the Authority" be changed to "members of the Board of Commissioners".

6. Approve Policy on Use of Exterior Spaces

Tabled

7. Approve Weekly Hour Change for Staff – Policy Pending

ED Decarreau reviewed the Board Notes – discussing the competitiveness of our program. Moving to a 36.5 hour week if we closed at noon on Friday.

ED Decarreau noted the possibility of flexible scheduling with core hours and the ability to reduce hours. This would not impact the annual pay of employees. This scheduling will allow us to have someone on the phone and working maintenance on Friday afternoon.

Commissioner Mace is concerned about getting work done and indicated that income is not changing, which may be confusing to new employees realizing that the annual pay is higher than with a 40 hour week, but the annual pay is less because of the hours. ED Decarreau noted that both the hourly and annual pay would be advertised with the number of hours included. Commissioner Mace noted the need to be creative as long as the work can be done.

Commissioner Raymond noted that she believed the change in hours would be attractive.

No objection from the Board.

8. Other Business

ED Decarreau is having a meeting with the City about St. Stephens. The Winooski Housing Coordinator is interested in chatting with an unknown agenda.

Final financials are being resolved.

ED Decarreau noted that bonuses are at the discretion of the ED. ED Decarreau confirmed that this was the case to check in with Chair Owen.

ED Decarreau noted that a grievance hearing may be scheduled.

9. Adjourn

Motion to adjourn by Commissioner Mace. Seconded by Commissioner Al Zubaidy.

Motion passed 3 – 0 at 5:30 pm.