



WINOOSKI HOUSING AUTHORITY

Board of Commissioners Minutes

October 16, 2024

Present: Marnie Owen, Chair; Pat Raymond, Vice-Chair and Treasurer; Nicole Mace, Commissioner; Abeer Al Zubaidy, Commissioner

Officers: KR Decarreau, Executive Director

Guest: Nick Beauchamp, Auditor

The meeting was called to order at 4:17 pm by Chair Owen

1. Public Comment

No

2. Agenda Approval

No changes

3. Approve Minutes of September Meeting

Motion to Approve by Commissioner Raymond, Seconded by Commissioner Mace

Motion carried 3 - 0

4. Auditor Report

ED Decarreau mentions the need to invest extra cash, but also to spend down the balances on projects.

ED Decarreau explained the two major projects are the transformer replacement at Elm Street and the apartment sprinkler system at 83 Barlow.

5. Review Restructuring Goals

ED Decarreau reviewed the initial plan with the Board. See Board Notes. ED Decarreau noted that we believe we can secure health insurance at a 7% increase.

ED Decarreau reviewed the policy change to a thirty six hour work week.

Commissioner Owen asked about whether we have any positions that could be fully remote. ED Decarreau noted that most of our work is client contact. There might be a position that could work from home, but that would present a cultural challenge to the rest of the staff.

ED Decarreau noted that the management staff worked on the policy together and we believe this change will

Motion to approve the proposal as written by Commissioner Mace. Seconded by Commissioner Raymond.

Motion carried 4 – 0.

6. Approve Grant from HCV Admin Fees to the Winooski School District for Retention Work

ED Decarreau explained that the Winooski School District lost funding for their housing retention specialist. This is the same person that served the district last year.

Commissioner Al Zubaidy noted how important this service is to the families in the district.

ED Decarreau asked permission to move forward with this plan. Commissioner Al Zubaidy supported this project.

7. Review Admin Plan Changes for Chapters 1 and 2 (HOTMA)

ED Decarreau reviewed the proposed changes to the Admin Plan in Chapters 1 and 2.

8. Other Business

Commissioner Raymond spoke of our gift for Diane Potvin. Commissioner Raymond and ED Decarreau will work on an appropriate gift.

9. Adjourn

Motion to adjourn made by Commissioner Mace at 5:10 pm. Seconded by Commissioner Raymond.

Motion carried 4 - 0