

WINOOSKI HOUSING AUTHORITY

BOARD OF COMMISSIONERS

MINUTES OF OCTOBER 2, 2019 BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held at 65 Barlow Street, Winooski, Vermont. The meeting was called to order by Chair Diane Potvin at 4:03 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Chairperson Diane Potvin, Vice Chair Patricia Raymond, Commissioner Robert Arnell, Commissioner, Joe Gamache, Commissioner Jay Lambert

OFFICERS PRESENT: Executive Director KR Decarreau

ABSENT: None

NOTE: Board Notes were not included in the packet and are included in the minutes for our records.

1. Approval of the Agenda

Commissioner Gamache expressed concern about the length of the agenda, wishing to see potentially long discussions isolated.

There was concern about the size of the packet.

ED Decarreau noted that support material will be placed in a binder for members so that it will not have to be scanned into the package. There is also a presence of “housekeeping items” like the Cash Report that should not take time and is included for the purpose of transparency. Future agenda will be limited to two large items when possible.

Motion by Commissioner Lambert. Second by Commissioner Raymond. Motion passes 5 – 0.

2. Approval of the Minutes

Motion to Approve Minutes of September 4, 2019 minutes by Commissioner Gamache. Second by Commissioner Raymond. Motion passes 5 – 0.

Motion to approve minutes from August 7, 2019 as amended by Commissioner Raymond. Second by Commissioner Arnell. Motion passes 3 – 0. Chair Potvin and Commissioner Gamache abstain.

3. Public Comment – No members of the Public were present

4. Cash Balances and Commitments

Commissioner Lambert wishes a full accounting of the expenditures associated with the conversion to RAD. ED Decarreau will provide once audited results are available.

4. RAD Update

ED Decarreau noted that bids were received from the rebidding process on the Spring Gardens roof and the bids were being evaluated.

ED Decarreau confirmed that Peterson Consulting was coordinating the bidding process.

5. By Law Review

The following changes were suggested. ED Decarreau will find the appropriate language.:

- Add the use of Robert's Rules of Order for Small Boards to the document as the standard for conducting business.
- Add that two Commissioners can add an agenda item to a meeting.
- Use Robert's Rules for the Order of Business section.
- Allow for electronic participation using Vermont's Open Meeting Law
- Allow for voice vote as the standard and allow any member to request a roll call vote.
- Add the Code of Conduct from the HUD Model as an attachment.
- Add a section stating that only the Board can establish Policy.
 - Debate about at what level the Board should be allowed to review procedure occurred with Commissioner Lambert suggesting that the Board may wish to have control over the "how to". This debate will occur at a future meeting after the language is available.

6. Objectives for Five Year HUD Plan

The Board will weigh in on the initial draft in November. A Resident Advisory Board will weigh in in later October if possible.

This Plan is a high level plan and a more detailed strategic plan will be developed as ED Decarreau completes a study with staff.

7. Executive Director Evaluation

Motion to Postpone by Commissioner Lambert. Second by Commissioner Arnell to the first item at the next meeting after the Reports. Motion passed 5 – 0

8. Executive Director Update

ED Decarreau noted that there will likely be two findings in the Audit completed on this day. The first is a Procurement finding that was found late in FY 19 and remedied part way through the year. There remains work on this issue. The second was Inspection that were not

completed on a timely basis. This was remedied with a reassignment of staff and should not be a continued issue.

ED Decarreau noted work on how to staff the SASH office. Staff is working together on a plan that will create a Leasing Agent who will focus on selection from the waitlist through signing the lease and on warning letters for evictions if needed. The Property Manager will focus on resident retention and building management and serve as a part time SASH coordinator. The Director of Programs (W. Sweet) will continue to be the point person on final eviction process.

ED Decarreau further noted work by Department Heads on a reassignment of duties to include functions that do not currently exist – particularly a person charged with Procurement. This will help meet the requirements of the Procurement Policy.

This process will result in a new Organization Chart (table) as requested by Commissioner Lambert and new position descriptions. These are anticipated to be in place by the time the budget is up for approval and will serve as the basis for the list of positions described in the bylaws.

9. Next Meeting – Items

Executive Director Evaluation

By Law Review

HUD Five Year Plan Check In

10. Other Business - None

There being no further business, Commissioner Lambert moved to adjourn, seconded by Commissioner Raymond. Vote 5 — O. The meeting was adjourned by Chair Potvin at 5:10 PM.

Respectfully Submitted,

KR Decarreau
Secretary