



**Meeting of the
Winooski Housing Authority**

Board of Commissioners

Attendees:

Marnie Owen, Chair, Nicole Mace, Commissioner, Marna Ehrech, Commissioner

Officers:

KR Decarreau, Executive Director, Shawna Hanley, Director of Housing Programs

Minutes

Meeting called to order by Chair Owen at 4:15

1. Public Comment

No Public in attendance

2. Approve Minutes of meetings on August 27, 2026 and September 24, 2026 (as rescheduled from September 16, 2026)

Motion to approve by Commissioner Ehrech, Seconded by Commissioner Mace

Motion carries 3 – 0

3. Adoption of Fraud Policy

Commissioner Mace confirmed that the policy was reviewed by an attorney and asked about changes from the last version. ED Decarreau stated that the policy was reviewed and that the policy used the same framework as the one originally presented but that the language had changed.

Commissioner Mace moved to approve the policy. Commissioner Ehrech seconded.

Motion carried 3 - 0

4. Introduction of Procurement Policy

ED Decarreau noted that the Procurement Policy was reviewed by our accountants rather than the attorney because of the specialty required.

Commissioner Mace asked about whether the policy followed the federal funds requirements and definition. ED Decarreau noted that since WHA does not use federal funds, we were able to significantly simplify the policy, but the final policy would make it clear that should WHA secure State or Federal grants or other sources of funds, the Policy would be to follow those requirements.

5. Introduction of Recruitment and Hiring Policy

ED Decarreau agreed to review the language to be clear about the expectations.

6. Update on Executive Director Search

Chair Owen updated the Board on the Search for a new Executive Director. She noted that there were 25 applications and some solid applicants. She noted that Pracademic Partners was continuing to recruit and vetting the applications in hand. She noted the process of the two committees, where the Advisory Group was large and would be involved in the interview process. She also noted that there would be some town hall meetings with the finalists. The ultimate recommendation would come from the hiring group of three individuals.

7. Other Business

Chair Owen noted that she received an inquiry from Jane Knodell, Chair of the BHA Board of Commissioners about starting to think about shared services between the two agencies. Chairs Owen and Daley (CHC) met with Jane as did KR Decarreau to help understand interest and opportunities. The BHA Board is looking at a study from an independent consultant who would find areas where cooperation might work. Chair Owen noted that no final decision would be made until the new ED was on board and also noted that these processes rarely move quickly.

ED Decarreau notes that there have been conversations with BHA and with Vermont State Housing Authority (VHSA) about shared services. Decarreau noted that it will be

increasingly difficult to find staff with the ability to process Housing Choice Vouchers, and that cooperation is inevitable. Decarreau noted that WHA was working with VSHA on the voucher process because that agency has adopted the HUD changes (HOTMA and NSPIRE) that are about to be required and BHA has chosen not to do that at this point.

Commissioner Mace noted that consolidation, cooperative agreements, and similar arrangements will be required in the near future and that Board to Board conversations are going to be important moving forward.

ED Decarreau noted that financials would be emailed. That they were ready, but forgotten in the packet due to personal issues.

8. Adjourn

Motion to adjourn at 4:55 by Commissioner Mace, Seconded by Commissioner Ehrech

Motion carries 3 - 0