

Burlington Housing Authority

Meeting Minutes

June 17, 2009

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 6:34 pm on June 17, 2009 at 669 Riverside Avenue by Vice Chair Neil Wheelwright; with the following present: Commissioners Erin Baker and Connie Krosney; Executive Director Paul Dettman; Director of Finance James Brown; Director of Resident Services Kelley Newell; and Senior Staff Accountant Nick Hibbard.

1. Minutes of May 12, 2009 Regular Meeting & Retreat

Connie Krosney noted a typographical error in the minutes. She then made a motion to approve the minutes as corrected. The motion was seconded by Erin Baker and was unanimously approved.

2. Forum: Residents of Riverside Apartments

There were no residents in attendance.

3. Forum: Residents of BHA Properties/General Public

There were no residents or members of the public in attendance.

4. Procurement Policy – Amendment for Stimulus Funds

Paul Dettman explained that the HUD/Boston office was requiring a Board resolution confirming that the BHA procurement policy is consistent with the requirements of the Recovery Act. The proposed Addendum to the Procurement Policy contains this statement and also states that all procurement for projects utilizing stimulus funds will conform to Recovery Act requirements.

Connie Krosney moved to approve the Addendum to the Procurement Policy as presented. The motion was seconded by Erin Baker and unanimously approved.

Board members agreed to postpone discussion and action on Agenda Items 5 & 6 until Mike Knauer arrived.

7. FY 2010 Write-Offs

Connie noted the large balances related to the Family AMP. Paul Dettman advised that high balances usually resulted from a combination of retroactive rents, unpaid rent and move-out charges.

Connie Krosney made a motion to approve the write-offs as presented. Erin Baker seconded the motion, which was unanimously approved.

8. FY 2010 Work Plan

Paul Dettman advised Board members that the final Work Plan was based on the draft discussed at the May Board Retreat. Connie Krosney made a motion to approve the FY2010 Work Plan, as presented. Erin Baker seconded the motion. The motion was unanimously approved.

9. Managed Properties Performance Report

Paul Dettman advised that Managed Properties Performance Report was a summary of individual property performance for the year ending December 31, 2008. The report is late this year because the Vermont Housing Finance Agency took longer than usual to review financials and authorize distributions. He noted that Peterson Place and Duggan's Row House were the projects of concern, because of tight operating budgets..

A discussion followed regarding specific projects and the methodology for calculating distributions.

10. Preliminary Financial Report – May 2009

Paul noted that all programs/projects continued to have year-to-date operating surpluses. Connie asked about the bank switch to Merchants. Jim noted that it was going well except for problems with the ACH (direct deposit) payments.

11. Executive Director Report

Paul noted that page 4 of the Executive Director report was missing from the Board packet. He provided copies to Board Members.

Board members discussed the Obama Administration's proposed HUD budget for FY2010 and its implication for BHA programs. Neil sought clarification on the impact of environmental contamination at the 151 South Champlain property. Discussion followed regarding the environmental and legal challenges of such an acquisition.

Mike Knauer arrived at 7:22pm.

Mike asked for clarification on REAC Performance ratings for FY2009. Paul Dettman advised that it is unclear how and whether Housing Authorities will be rated, as the changes to REAC performance standards is still a work in progress.

With Mike Knauer present, the Board returned to skipped Agenda Items.

5. Ten Year Capital Plan – FY2010 - 2019

Connie Krosney made a motion to approve the Ten Year Capital Plan as a working document for planning, budgeting and priority setting purposes. The motion was seconded by Mike Knauer.

Mike noted he remembered seeing other Capital Plans recently. Paul explained that the recently reviewed Capital Fund plan was a five year plan specifying the anticipated use of Public Housing Capital Fund dollars. The Ten Year Plan covers a longer period and can include capital improvements funded with reserves or operating cash. Neil noted that less use of reserves was anticipated in this plan. Paul explained that this was a result of stimulus dollars, which enabled the completion of some improvements ahead of schedule.

Following discussion of specific projects planned for FY2010, the motion was approved unanimously.

6. FY 2010 Operating Budget – Final Review & Approval

Paul noted that the Board had discussed the Operating Budget in detail at the May Board Retreat. No changes have been made to the proposed budget since that meeting.

Mike noted the tight Central Office budget and asked of any further central office costs could be appropriately moved to other budgets. He asked, in particular, about the advertising budget. Paul advised that actual advertising costs, which are difficult to predict, would be charged to the appropriate program.

Connie Krosney made a motion to approve the budget as presented. The motion was seconded by Mike Knauer and unanimously approved.

12. Ladder of Tenure Discussion

Continuing a discussion which was initiated at the May Board retreat, Board members reviewed BHA programs which support participants wishing to move up the ladder of tenure and discussed ways in which BHA could improve its support for participants wishing to achieve homeownership and/or financial independence.

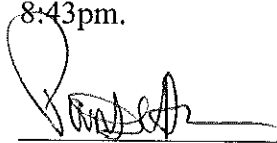
Mike expressed an interest in a follow-up discussion at a later Board meeting regarding the Family Self-Sufficiency program. Paul agreed to include an FSS discussion in a future meeting agenda.

Mike asked for additional data regarding the households with a head who is not elderly or disabled. Paul agreed to provide this information at the next Board meeting.

13. Other Business

Paul recommended cancellation of the July meeting. Board members concurred and agreed to hold a special meeting if a time-sensitive action item became necessary.

There being no other business, Connie Krosney made a motion to adjourn. Erin Baker seconded the motion, which was unanimously approved. The meeting adjourned at 8:43pm.



Secretary