

Burlington Housing Authority
Meeting Minutes
April 14, 2009

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 6:35pm on April 14, 2009 at 10 North Champlain Street by Chair Mike Knauer; with the following present: Commissioners Neil Wheelwright, Connie Krosney and Erin Baker; Executive Director Paul Dettman; Director of Finance Sheila Berry; Resident Services Sarah Russell; Director of Property Management Janet Dion; and Staff Accountant Nick Hibbard.

Mike Knauer reviewed the meeting agenda and noted the Executive director's request for a brief Executive Session at the end of the meeting to discuss personnel matters.

1. Minutes of March 18, 2009 Regular Meeting

Paul Dettman introduced Janet Dion to the Board.

Connie Krosney made a motion to approve the minutes as presented. The motion was seconded by Neil and passed unanimously.

2. Forum: Residents of Champlain Apartments

There were three residents in attendance: Diane Kendrick, Kim Wilber, and Linda Pierce. Bob Zingher joined the resident group later.

There was discussion of the events that occur in the community room of the building. Diane brought up the idea of having the other elderly buildings meet at Champlain Street to discuss topics that come up during Wellness meetings.

3. Forum: Residents of BHA Properties/General Public

There were no residents in attendance.

4. HUD Five Year/Annual Plan – FY2010 – FY2014

Paul Dettman explained HUD requirements regarding plan submission and advised that the template had, again, been modified. He reported that there was no attendance for the public hearing regarding the Plan.

Board members reviewed the proposed Five Year Goals and Objectives and agreed that they should be used to frame part of the discussion at the May Board Retreat. Board members then reviewed the Capital Fund statement for current grants, the anticipated

FFY09 grant and the Five Year Action Plan. Questions were raised regarding a number of specific items and costs. Paul Dettman advised that the costs were based on our experience from comparable competitive bids.

Sheila Gorski arrived at 6:59pm.

Following further discussion of specific Capital Fund items, Connie Krosney moved: (1) to approve the Five Year Plan for FY2010-2014 and the Annual Plan for FY2010, as presented; (2) approve submission of the Plan to HUD; and (3) authorize the Chair to execute the PHA Certifications of Compliance with the PHA Plans and Related Regulations and the Civil Rights Certification. Erin Baker seconded the motion, which was unanimously approved.

5. Additional Resident Advisory Board Appointment

Connie Krosney made a motion to appoint Amy Pawluk to the Resident Advisory Board for calendar 2009. Sheila Gorski seconded the motion, which passed unanimously.

6. Preliminary Financial Report – March 2009

Mike Knauer asked how the switch to Merchants Bank was going. Sheila Berry noted that accounts had been set up and signature cards were being signed by the appropriate parties. She anticipated a switch-over in March.

Connie Krosney asked about the casualty loss at Hillside Terrace. Paul explained that it was related to a tenant who had vacated with no notice and turned off the heat in the unit, so the pipes froze. We have received the insurance proceeds and are continuing the work on the unit.

7. Executive Director's Report

Paul Dettman noted the letter received from HUD regarding appropriate and inappropriate uses of Net Restricted Assets. He advised that the letter had been shared with the Chair, upon receipt, and explained the origin of Net Restricted Assets. He assured the Board that BHA was utilizing these funds only for Housing Assistance Payments for baseline units under the Section 8 Housing Choice Voucher program.

Board members reviewed the low REAC score for the elderly AMP and the upcoming inspections of family public housing. Paul advised the Board that these low scores may lead to an overall assessment of BHA as a Standard Performer. Discussion followed regarding the REAC scoring system and the differing interpretations from inspectors. Connie Krosney asked about appeals; Paul Dettman advised that only egregious errors could be appealed. He assured the Board that the low scores did not indicate deteriorating conditions in our public housing developments and pointed out that Champlain Apartments, the venue of the meeting, was one of the low scoring properties.

Connie sought clarification regarding Other Rental Assistance. Paul advised that the Other Rental Assistance program numbers were in addition to the 200 Designated Housing Vouchers. He noted the growing waiting list and a reduction in turnover rates. Connie asked if the waiting list had been purged. Paul advised that there had been a recent purge.

8. Quarterly Resident Service Report

Board members reviewed the reports for each resident service program area and discussed resident service program activities at Champlain Apartments with the residents in attendance.

Bob Zingher thanked the Board for BHA's collaboration with the community-based HELPFund.

9. May Board Retreat – May 12

Mike Knauer reviewed previous topics for the May retreat. He mentioned his continued interest in discussion about assistance to households moving up the ladder of tenure. Paul Dettman noted that BHA's response to the growing problem of homelessness because of economic conditions was a timely topic. He advised that he thought a review of waiting list policy was in order.

Mike asked about items to discuss with the Mayor. Connie Krosney suggested discussion of BHA's role in housing development.

10. Other Business

Connie Krosney made a motion to go into Executive Session to discuss personnel matters. The motion was seconded by Sheila Gorski and passed unanimously. The Board went into Executive Session at 8:25 pm.

The Board came out of Executive Session at 8:40 pm.

There being no other business, Connie Krosney moved to adjourn. Neil Wheelwright seconded the motion, which passed unanimously. The meeting adjourned at 8:41 pm.

Secretary

RESOLUTION NUMBER 22-2009

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

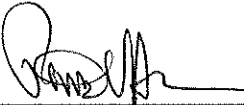
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on April 14, 2009, a quorum being present, the Board adopted the following resolution:

The Board:

- 1) Approves the Five Year Plan for FY2010-2014 and the Annual Plan for FY2010, as presented
- 2) Approves Submission of the Plan to HUD
- 3) Authorizes the Chair to execute the PHA Certifications of Compliance with the PHA Plans and Related Regulations and the Civil Rights Certification.

Dated at Burlington, Vermont this 13th day of May, 2009.

BURLINGTON HOUSING AUTHORITY

By: 

RESOLUTION NUMBER 23-2009

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on April 14, 2009, a quorum being present, the Board adopted the following resolution:

The Board approves:

The appointment of Amy Pawluk to the Resident Advisory Board for calendar year 2009.

Dated at Burlington, Vermont this 13th day of May, 2009.

BURLINGTON HOUSING AUTHORITY

By: _____

