

**Burlington Housing Authority
Minutes from the Regular Board of Commissioner Meeting
April 25, 2023**

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:03 a.m. on April 25, 2023 via Zoom and in person at 230 St Paul Street, Burlington, Vermont by Board Chair Mike Knauer. The following commissioners were also present: Cheryl Fatnassi, Tony Lewis, Jane Knodell, and Bill Schrecker. Also in attendance were Chief Financial Officer Nicholas Hibbard, Director of Rental Assistance Stephanie Bixby, Director of Asset Management Jeffrey Metcalf, Director of Housing Retention Crystal Jones, and Director of Property Management Susan Carp.

1. Changes to the Agenda

The Executive Director Report will be taken off the agenda.

2. Forum: Resident of BHA Properties/General Public

BHA staff members Marissa Darling and Briauna Abbott.

3. Board Action

a. March 28 2023 Regular Meeting Minutes

Jane Knodell made a motion to approve the minutes, as presented. The motion was seconded by Tony Lewis. There was unanimous approval of the motion.

b. FY2023 Budget Amendment

Cheryl Fatnassi made a motion to approve the budget amendment, as presented. The motion was seconded by Bill Schrecker. There was unanimous approval of the motion.

c. FY2024 Annual Plan

Jane Knodell made a motion to authorize the chair to sign the HUD-50077-ST-HCV-HP form for the Annual PHA Plan for Fiscal Year 2024, as presented. The motion was seconded by Tony Lewis.

There was discussion about the fair housing element of the plan and how BHA engages in that work. Stephanie Bixby explained BHA's requirements for the reporting related to the plan. Bill Schrecker would be interested in learning more about the fair housing elements of the annual plan and what work we can do with the City of Burlington.

There was unanimous approval of the motion.

d. M&T Bank Credit Card Program Resolution

Nick Hibbard explained the basis for the change request.

Tony Lewis made a motion to approve the M&T Bank Credit Card Program Resolution, as presented. The motion was seconded by Bill Schrecker.

Cheryl Fatnassi asked about the Security Interest section and the property and assets mention. Of particular concern was if there was a conflict with other agreements BHA may have and page 6, item 16a of the documentation. Nick Hibbard will review with M&T and determine the limited scope of such assets and receive such determination in writing.

The makers of the motion accepted a friendly amendment to have the Executive Director and CFO review the resolution and collateral scope with M&T and update the Board once clarity is received and the restricted scope determined.

There was unanimous approval of revised resolution.

4. Executive Director Report

No discussion.

5. Consent Agenda

- a. Asset Management
- b. Housing Retention
- c. Human Resources
- d. Property Management
- e. Rental Assistance

