

**Burlington Housing Authority
Minutes from the Regular Board of Commissioner Meeting
August 29, 2023**

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:00 a.m. on August 29, 2023, via Zoom and in person at 65 Main Street, Burlington, Vermont by Board Chair Mike Knauer. The following commissioners were present: Jane Knodell, Bill Schrecker, and Tony Lewis. Also in attendance were Executive Director Steven Murray, Director of Asset Management Jeffrey Metcalf, Director of Human Resources Melissa Farnham, Director of Property Management Susan Carp, Director of Building Operations Lisa McGonagle, Supportive Programs & Services Manager Marissa Darling, CFO Nicholas Hibbard, and Senior Staff Accountant Eric DeBlasio.

1. Changes to the Agenda

Mike Knauer requested an addition to the second Executive Session the topic of Personnel Issues. The Executive Sessions would be merged at the end of the meeting.

2. Forum: Resident of BHA Properties/General Public

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

3. Board Action

a. June 27, 2023, Regular Meeting Minutes

Bill Schrecker made a motion to approve the minutes, as presented. The motion was seconded by Jane Knodell.

Mike Knauer suggested a wording change regarding review of credit card purchases. He felt he had said review credit card trends or aggregate data. This was accepted a friendly revision.

There was unanimous approval as revised motion.

b. SEMAP Certification

Bill Schrecker made a motion to approve the SEMAP Certification as presented and authorize the Board Chair to sign the document. The motion was seconded by Jane Knodell. There was unanimous approval of the motion.

4. Executive Director Report

This was submitted to the Board in an email.

5. Consent Agenda

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

Jeff Metcalf updated the Board on the new security camera installations. He noted that the 185 Pine Street water piping budget had been updated previously but was not reflected in this report, it will be updated in future reports. The budget for the project is \$50,000.

Bill Schrecker made a motion to accept the consent agenda. Jane Knodell seconded the motion. There was unanimous approval of the motion. There was unanimous approval of the motion.

Katrina Meigs from Hickok & Boardman joined the meeting.

6. Financial Report – June 2023

Nick Hibbard explained the year end administrative fee receivables for Rental Assistance and the proration factors used by HUD. There was a discussion about voucher leasing. There was discussion about FMR and unit rent comparability. There was discussion about the audit timeline.

7. Executive Session – Employment Review, Personnel Issues, Safety Security, & Employee Relations Discussion

Bill Schrecker moved to enter Executive Session at 9:29am with the Executive Director and staff present, as well as Katrina Meigs of Hickok & Boardman. Tony Lewis seconded the motion. There was unanimous approval of the motion.

Tony Lewis left the meeting. Katrina Meigs left the meeting. All attendees left except Mike Knauer, Bill Schrecker, and Jane Knodell

At 11:20am, Jane Knodell made a motion to exit Executive Session. Bill Schrecker seconded the motion. There was unanimous approval of the motion.

8. Other Business

There being no other business, Bill Schrecker made a motion to adjourn the meeting at 11:21am. The motion was seconded by Jane Knodell. There was unanimous approval of the motion.

DocuSigned by:


Secretary