

**Burlington Housing Authority
Minutes from the Regular Board of Commissioner Meeting
December 19, 2023**

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:06 a.m. on December 19, 2023, via Zoom and in person at 65 Main Street, Burlington, Vermont by Board Chair Michael Knauer. The following commissioners were present: Jane Knodell, Cheryl Fatnassi, Tony Lewis, and Bill Schrecker. Also in attendance were Executive Director Steven Murray, Director of Asset Management Jeffrey Metcalf, Director of Human Resources Melissa Farnham, Director of Building Operations Lisa McGonagle, Director of Property Management Susan Carp, Director of Rental Assistance Stephanie Bixby, Support Programs and Services Manager Marissa Darling, Senior Staff Accountant Eric DeBlasio, and Chief Financial Officer Nick Hibbard.

1. Changes to the Agenda

There will be a performance review added to the Executive Session for the Executive Director contract.

Mike Knauer wanted to acknowledge that this is Cheryl Fatnassi's last meeting as a commissioner and thank her for her service. Steve Murray thanked Cheryl for her support and knowledge from the program participants and staff.

Mike Knauer presented a proclamation acknowledging Cheryl Fatnassi's contributions to BHA and the community from the Board of Commissioners. Jane Knodell moved that the proclamation be added to the record, as read by Mike Knauer. The motion was seconded by Bill Schrecker.

Jane Knodell and Bill Schecker thanked Cheryl for her leadership.

There was unanimous approval of the motion.

2. Forum: Resident of BHA Properties/General Public

Michael Guyder and Andrew Remus from Marcum LP attended. Bob Collins from Decker Towers was in attendance.

3. Board Action

a. November 28, 2023, Regular Meeting Minutes

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

b. FY2023 Audit Review

Michael Guyder and Andrew Remus presented a high-level overview of the audit.

There was discussion about possible reasons for the changes in maintenance costs in the year over year comparative.

Cheryl Fatnassi noted the work done by Marcum and BHA staff to have an unmodified opinion and the improvement in financial reporting over the years. There was a discussion on upcoming GASB changes.

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

c. CY2024 Meeting Calendar

There was a discussion about meeting dates and locations. Marissa Darling has suggested posting the schedule at buildings.

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

d. Update to General Depository Agreement

Cheryl Fatnassi made a motion to authorize the Board Chair to execute the General Depository Agreement with M&T Bank and HUD, as presented. The motion was seconded by Tony Lewis. There was unanimous approval of the motion.

e. Duggan Row Rear Roof Replacement

There was discussion about the report presented by Blackrock Slate, property inspections by staff, and maintenance experience in the recent past.

Jane Knodell made a motion to allocate funds for the 94-106 Maple Street Roofing Replacement project, with a proposed budget not exceeding

\$175,000 from Operations. The motion was seconded by Cheryl Fatnassi. There was unanimous approval of the motion.

f. Hazard Pay Policy

Bill Schrecker made a motion to approve the Hazard Pay Policy. Tony Lewis seconded the motion.

Cheryl Fatnassi noted that there should be a process for exempt salary staff and the liability to BHA by expressing that these locations are hazardous should be reviewed. She wants to make sure that BHA is protecting staff at these locations.

There was discussion about the amount expressed as a percentage rather than differential amount. There was discussion about overtime, bonus, exempt status, and other components. There was a discussion about insurance coverage. Steve Murray gave an update on his interactions with staff and the general environment in the buildings.

Mike Knauer noted that the policy should be at the discretion of the Executive Director. He would like the policy to be a tool to be used as situations arise. Steve Murray added that communication of the policy to staff will be important.

Follow-up items were a review of risks, liability insurance, and an informal report at a later date of how the policy is working (hours, cost). HR will add a note to the consent agenda about the policy utilization.

Jane Knodell proposed a friendly amendment to the original motion to approve the policy, as discussed with final wording will be delegated to the Board Chair. The amendment was accepted and seconded by Cheryl Fatnassi. There was unanimous approval of the motion.

4. Executive Director Report

Steve updated the Board on the development of a body camera policy and how they are being utilized. The policy will have review from counsel, staff, and consider public records. He spoke briefly about his discussion with representative Hinsdale about legislation and issues we are encountering. There was a discussion about safety and security of staff at buildings.

5. Consent Agenda

