

**Burlington Housing Authority
Minutes from the Regular Board of Commissioner Meeting
January 30, 2024**

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:04 a.m. on January 30, 2024, via Zoom and in person at 65 Main Street, Burlington, Vermont by Board Chair Michael Knauer. The following commissioners were present: Jane Knodell 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, Director of Housing Retention Crystal Jones, Leasing & Eligibility Specialist Morgan Ledo, Senior Staff Accountant Eric DeBlasio, and Chief Financial Officer Nick Hibbard.

1. Changes to the Agenda

Mike Knauer added an Executive Session to discuss personnel issues.

2. Forum: Resident of BHA Properties/General Public

There were none in attendance.

3. Board Action

a. December 19, 2023, Regular Meeting Minutes

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

b. FY2024 Budget Update Proposal

Jane Knodell made a motion to approve the FY2024 Budget Update, as presented. The motion was seconded by Bill Schrecker.

There was discussion about situations that would trigger a budget update.

There was unanimous approval.

4. Executive Director Report

There was discussion about the cleaning of stairwells at Decker Towers by Servpro, as well as general building cleaning. There was discussion about the current and future cleaning contracts in the building. There was discussion about the use of security patrols at several properties and how those services will be utilized. Steve Murray had a discussion with the Mayor's office yesterday and part of the discussion was around safety and security.

There was discussion about insurance coverage and how the procurement process will be approached next year.

5. Consent Agenda

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

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

6. Financial Report – December 2023

There was discussion about the administrative fee prorations for Rental Assistance.

Steve Murray noted that an FSS participant graduated with a large escrow balance, and he thanked Stephanie Bixby and the FSS team for their work. He added that FSS is working on joining a job fair with HUD. Stephanie Bixby gave an update on the current FSS program status and to what level caseloads are maintained.

7. Executive Session – Personnel Matters

Jane Knodell made a motion to enter Executive Session at 9:43 a.m. to discuss a personnel matter and invited Steve Murray and Susan Carp. Bill Schrecker seconded. There was unanimous approval of the motion. All other participants left the meeting.

At 9:59 a.m., Susan Carp left the meeting.


At 10:45 a.m., Steve Murray left the meeting.

At 10:50 a.m., Jane Knodell made a motion to exit the Executive Session. Bill Schrecker seconded. There was unanimous approval.

8. Other Business

There being no other business, Jane Knodell made a motion to adjourn the meeting at 10:51 a.m. Bill Schrecker seconded. There was unanimous approval of the motion.

DocuSigned by:



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Secretary