



BHA Regular Meeting of the Board of Commissioners
January 27 , 2020
22 Willowbrook Drive, Bennington, VT 05201
Minutes [draft]

BOARD MEMBERS PRESENT: Sandra Bessette, Chair; Nancy Messina; Sharyn Brush

BOARD MEMBERS ABSENT: Paul Walden

ALSO PRESENT: Jonathan Ryan- Executive Director and Secretary to the Board; Penny Taylor - Director of HCV / Section 8 Program; Dack Lauzon - Director of Facilities Management & Capital Fund; Mary Gerisch- Administrator; Lindsay Vajda- Director of Administrative Services; Jade Taylor, Administrator

A quorum being present; Sandy called the meeting to order at 4:55 p.m.

Agenda Item 1- Minutes of prior meeting:

After reviewing the draft Minutes of the prior meeting, and upon motion of Sharyn Brush, seconded by Nancy Messina, it was unanimously

RESOLVED, that the Minutes of the November 2019 meeting are approved as submitted as an accurate record of that meeting to become a part of the records of the BHA.

Agenda Item 2- Executive Director Report:

Jonathan presented a report including various tables and charts as well as a draft of the organizations 5 year plan, for review by the Board. He highlighted various programmatic future additions, and explained the financial spreadsheet acquired from HUD relative to the organization's RAD conversion. The spreadsheet indicates that BHA is making progress on a balanced budget. The report is attached to these minutes as Exhibit A.

Agenda Item 3- Staff Reports:

- a. Section 8 Voucher Report: Penny updated the Board on the status of vouchers,: 187 Section 8 tenants have been leased up as of 1/1/2020; 189 Project based voucher tenants were leased up as of 1/2/2020; and there are 3 vouchers currently on the street. Penny also reported that she will be starting on the waiting list procedures for mainstream vouchers, at which time a discussion of those vouchers ensued, The Board requested written information on what would happen if BHA did not issue these vouchers, which information was promised to be emailed to the Board within the next couple of weeks by the

- Executive Director and Penny. Penny also updated the Board on upcoming maintenance training for Dack's staff.
- b. Facilities Report: Dack updated the Board as to ongoing maintenance items in various categories providing a spreadsheet for the various categories of maintenance tasks being accomplished now and in the future.
 - c. Administration Report: Lindsay detailed the current tenant situation: 25 termination letters have been sent out; 50 Warning letters were sent in January; 189 tenants have signed their new PBV leases. Lindsay noted that there is currently one empty apartment at Brookside which will soon be filled.,

Agenda Item 4- Resolution Number 487- Procurement Policy Amendment

After discussion of the proposed procurement policy set forth in Resolution 487, and further discussion relative to the threshold amounts described, it was, upon motion by by Shaeryn seconded by Nancy, unanimously

RESOLVED, that the procurement policy as proposed (amending Section II of the Personnel Policy) be amended to reduce the threshold listed in the proposed Resolution from One Hundred and Fifty Thousand (\$150,000.00) Dollars to Fifty (\$50,000.00) Dollars; and be it further

RESOLVED, that the Procurement Policy presented in proposed Resolution 478 , as amended by this Resolution, is and shall hereby become a BHA policy and shall be added to the organizations permanent records and minutes.

Agenda Item 5 - Resolution to amend Personnel Policy

There was discussion of the proposed Resolution regarding amendment of the BHA Personnel Policy at sections 4.2 ("Vacation Leave") and 4.3 ("Sick Leave") adopted by this Board on 1/28/19. A question arose from the Board about limiting to 40 the number of vacation or sick days to be carried forward. This item was tabled until the next meeting when an amended proposed Resolution will be added to the agenda.

Agenda Item 6 - Setting of next meeting date: The next meeting was set for Tuesday, February 18 , at 4:45 pm in the Willowbrook Community Room.

Agenda Item 6- Public comment: None

Agenda Item 7- Other new business - none

Agenda Item 8 - Executive Session

At 5:30 pm, it was, upon motion by Sandy seconded by Nancy unanimously

RESOLVED, that the public meeting be closed to adjourn to Executive session; and it was further

RESOLVED, that an Executive Session was necessary to discuss personnel matters of a confidential nature; and it was further

RESOLVED, that only board members (Sandy, Nancy and Sharyn) present were needed to make discussion and/or determination during the Executive Session.

At pm the Board returned to public session, announcing that no action had been taken during the Executive Session, and the meeting stood adjourned.

Respectfully Submitted

Jonathan Ryan, Secretary