

Burlington Housing Authority

Meeting Minutes
November 10, 2009

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 6:34 pm on November 10, 2009 at 65 Main Street by Chair Mike Knauer; with the following present: Commissioners Sheila Gorski, Neil Wheelwright and Connie Krosney; Executive Director Paul Dettman; Director of Resident Services Kelley Newell; Director of Finance James Brown and Senior Staff Accountant Nick Hibbard.

Board members agreed to add discussion of the Quarterly Resident Services report sent to them in October as an agenda item, following the Executive Director's report.

1. Minutes of September 15, 2009 Regular Meeting

Connie Krosney noted that a typographical error in item 5 and subsequently made a motion to approve the minutes of the September 15, 2009 meeting, as corrected. The motion was seconded by Sheila Gorski and was unanimously approved.

2. Forum: Resident of BHA Properties/General Public

There were no residents or members of the General Public in attendance.

3. Health Benefit Options - Update

Paul Dettman updated the Board on the current status of the planned change in health care benefits discussed at prior Board meetings. He advised that 2010 rates had been received from the Vermont League of Cities and Towns; however, rates for the new plan proposed by Northern Benefits are still pending.

4. Pension Plan Report – Year Ending 6/30/2009

Board members reviewed the pension plan report for the year ending June 30, 2009. Mike Knauer noted that, while there were losses, they were less than the indices used for comparison. Connie asked why the report had not been received earlier. Paul Dettman advised that the delay was caused by turnover in the Finance Department staff. He also advised that the Portfolio Manager, who had previously made presentations to the Board, was no longer with Citizen's Wealth Management.

Board members asked Paul Dettman to inform them when a new Portfolio Manager was hired.

5. Final Financial Report – FY2009

Paul Dettman and Jim Brown apologized for delays in getting Financial Reports to the Board. Paul Dettman advised that the Finance Department continued to be challenged by the unusual staff turnover during the past year. He advised that he was seeking a consultant to assist Jim Brown with FY2009 year end closeout and to make recommendations regarding improvements to accounting procedures and practices.

Board members expressed their support for consulting resources to assist the Finance Department.

Paul Dettman noted that all BHA cost centers ended the fiscal year with surpluses. He advised that June 30, 2009 reserve balances had not yet been finalized and confirmed.

Kelley Newell asked a question about the HOPWA IV grant balance. Jim Brown advised that he would recheck the grant balance.

6. Draft Financial Report – October 2009

Paul Dettman noted that all BHA cost centers are performing within parameters and showing year-to-date surpluses. He reminded Board members that BHA management of two COTS properties terminated on September 30, 2009, which will reduce Central Office Cost Center earned management fees for the balance of the fiscal year.

7. Executive Director's Report

Mike Knauer noted the plan to apply for additional Family Unification Vouchers and asked when a decision would be made. Paul Dettman advised that HUD has indicated June 2010 awards. Mike commended the staff for the Section 8 Housing Choice Voucher 99% SEMAP score.

Paul advised that the Real Estate Assessment Center (REAC) was, once again, inspecting public housing developments. Chris Barrett, Director of Maintenance, reports that he is expecting high scores, on contrast to the inspections in March/April 2009. .

Mike Knauer noted the Allen & Brooks rental market study and the continued low vacancy rate and high rental inflation in the area. Connie Krosney asked about our experience working with Opportunities Credit Union regarding 105 East Allen financing. Paul Dettman explained the challenges and noted that the final loan closing was scheduled for later in the week.

Connie Krosney asked for an explanation of the Safety Connections program. Kelley Newell explained the program, which enables developmentally disabled individuals to live on their own in the community.

Paul Dettman provided an update on the site search for a Phoenix House in Chittenden County.

Paul Dettman noted that the Section 8 Voucher waiting list was at its highest level in his memory.

8. Resident Services Quarterly Report

Board members asked Kelley Newell questions regarding certain Resident Services programs. Paul Dettman noted that the next report will contain information on the activities of the new Housing Retention Specialist position.

9. Other Business – PHADA Commissioner’s Conference

Commissioners discussed the upcoming annual PHADA Commissioner’s Conference. None of the Commissioners present are in a position to attend. Mike Knauer asked Paul Dettman to keep Board members advised of other conference opportunities.

Connie Krosney made a motion to go into Executive Session for the purpose of discussing the Executive Director’s contract renewal. Neil Wheelwright seconded the motion, which was unanimously approved. Following a short break, the Commissioners went into Executive Session at 8:10 pm.

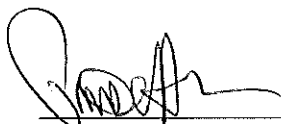
10. Executive Director Contract Renewal

The Commissioners came out of Executive Session at 8:41 pm.

Connie Krosney made a motion to renew the Executive Director’s contract for a term beginning January 1, 2010 and ending December 31, 2011 and to give the Executive Director a performance bonus as discussed in Executive Session. Sheila Gorski seconded the motion, which passed unanimously.

11. Other Business

There being no other business, Connie Krosney made a motion to adjourn the meeting. Neil Wheelwright seconded the motion, which passed unanimously. The meeting adjourned at 8:52 pm.


Secretary

RESOLUTION NUMBER 07-2010

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on November 10, 2010, a quorum being present, the Board adopted the following resolution:

The Board approves:

The renewal of the Executive Director's contract for a term beginning January 1, 2010 and ending December 31, 2011 and to give the Executive Director a performance bonus as discussed in Executive Session.

Dated at Burlington, Vermont this 16th day of DECEMBER, 2009.

BURLINGTON HOUSING AUTHORITY

By:  _____