

Burlington Housing Authority

Meeting Minutes

June 15, 2010

Call to Order of Regular Meeting/Annual Board Retreat

The Regular Meeting of the Board of Commissioners was called to order at 6:28pm on June 15, 2010 at 669 Riverside Avenue by Connie Krosney with the following present: Commissioners Connie Krosney, Sheila Gorski and Erin Baker; Executive Director Paul Dettman; Director of Resident Services Kelley Newell; Director of Property Management Janet Dion; Director of Finance Jim Brown; Director of Asset Management John MacDonald and Special Projects Coordinator Matt Ham-Ellis.

1. Minutes of May 18, 2010 Regular Meeting & Retreat

Sheila Gorski made a motion to accept the minutes. The motion was seconded by Erin Baker and unanimously approved.

2. Forum: Residents of Riverside Apartments

No Riverside Apartments residents were present.

3. Forum: Residents of BHA Properties/General Public

No other BHA residents or members of the general public were present.

4. FY 2011 Operating Budget - Final Review & Approval

Paul Dettman noted that the proposed FY2011 Operating Budget was, in substance, the same of the budget discussed during the May Retreat. The incremental cost of a possible January 2011 COLA has been included in the analysis. He also pointed out the EPC administrative fee line for the central office budget and noted that this one-time source would not be available in FY2012.

Connie Krosney asked whether the COLA budgets numbers included benefit expenses. Jim responded affirmatively and noted that this is a 6-month COLA. On the recommendation of Paul Dettman, board members agreed to postpone any action on the COLA until the December meeting.

Sheila Gorski moved to accept the FY 2011 Operating Budget as presented. The motion was seconded by Erin Baker and unanimously approved.

5. FY 2010 Write-Offs

Sheila Gorski asked if this amount was average. Staff stated that it is a bit higher than the past years. The Howard Center was noted that as one account that should not be written off.

Erin Baker moved to approval the FY 2010 Write-Offs, excluding the Howard Center balance. The motion was seconded by Sheila Gorski and unanimously approved.

6. FY 2011 Work Plan

Paul Dettman noted that the proposed Work Plan included all the work items discussed at the May Retreat.

Sheila Gorski moved to accept the proposed FY2011 Work Plan as presented. The motion was seconded by Erin Baker and unanimously approved.

7. Red Flag Rule

Paul Dettman explained the Red Flag Rules in terms of their possible applicability to and impact on BHA operations.

The board reviewed the recommendations. The consensus of the Board was that BHA did not need to enact any additional identity theft prevention measures.

8. Construction Contract - Phoenix House

Paul Dettman explained the timing of the Construction Contract award for the Phoenix House project at 37 Elmwood Avenue, Burlington.

Erin Baker moved to authorize the Board Chair to approve the contract award for renovations at 37 Elmwood Avenue. The motion was seconded by Sheila Gorski and unanimously approved.

9. Managed Properties Performance Report

Paul Dettman explained the budget issues with the properties in which BHA shares interest with KSNRC. Attempts are being undertaken to fiscally combine properties in order to ensure their sustainability. Staff is also working on the creation of a special reserve account for these properties.

10. Preliminary Financial Report - May 2010

Paul Dettman noted that all programs continue to perform well with healthy surpluses.

Based on the anticipated surpluses and the fact that no cost of living adjustment was provided to staff in January 2010, he recommended that the Board consider awarding a one-time 'thank you' bonus to staff. He provided an analysis of the impact on surplus for bonuses ranging from \$500 to \$1500.

Following discussion, Sheila Gorski moved to approve a \$1,000 June bonus payment to all full-time employees who have worked for the entire fiscal year, with pro-rated bonuses to part-time employees and employees who have worked for a partial year. The motion was seconded by Erin Baker and unanimously approved.

11. Executive Director Report

Connie Krosney noted the application for 100 new vouchers for non-elderly disabled individuals and asked what the chances are that BHA would be successful. Paul Dettman stated that BHA met all of the thresholds and that the application was very strong; however, because of volume, awards were likely to be by lottery.

Paul Dettman clarified the funding implications for the Skills for Life Program and then highlighted the efforts of the Head Start program to improve the Franklin Square development.

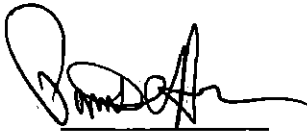
12. Executive Director Performance Evaluation

Connie Krosney proposed delaying this agenda item until the full Board is present.

13. Other Business

The July meeting is currently scheduled for the 13th. Paul will contact the Board if there are any scheduling changes or if the meeting is cancelled.

There being no other business, Sheila Gorski made a motion to adjourn. The motion was seconded by Erin Baker and passed unanimously. The meeting adjourned at 7:22pm.



Secretary

RESOLUTION NUMBER 32-2010

BURLINGTON HOUSING AUTHORITY

SECRETARY'S CERTIFICATE

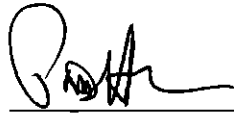
The undersigned Secretary of the Board of Commissioners of the Burlington Housing Authority ("BHA") hereby certifies that at a regularly scheduled meeting of the Board of Commissioners (the "Board") of BHA held on June 15, 2010 a quorum being present, the Board adopted the following resolution:

The Board approves:

The FY2011 Operating Budget as presented.

Dated at Burlington, Vermont this 11th day of June, 2010.

BURLINGTON HOUSING AUTHORITY

By: 

RESOLUTION NUMBER 33-2010

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 June 15, 2010 a quorum being present, the Board adopted the following resolution:

The Board approves:

The FY2010 Write-Offs, excluding the Howard Center balance.

Dated at Burlington, Vermont this 11th day of August, 2010.

BURLINGTON HOUSING AUTHORITY

By:  _____

RESOLUTION NUMBER 34-2010

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 June 15, 2010 a quorum being present, the Board adopted the following resolution:


The Board approves:

The FY2011 Work Plan, as presented.

Dated at Burlington, Vermont this 11th day of August, 2010.

BURLINGTON HOUSING AUTHORITY

By: _____



RESOLUTION NUMBER 35-2010

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 June 15, 2010 a quorum being present, the Board adopted the following resolution:

The Board authorizes the Board Chair to approve the contract award for renovations at 37 Elmwood Avenue.

Dated at Burlington, Vermont this 15th day of June, 2010.

BURLINGTON HOUSING AUTHORITY

By: 

RESOLUTION NUMBER 36-2010

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 June 15, 2010 a quorum being present, the Board adopted the following resolution:

The Board approves a \$1,000 June bonus payment to all full-time employees who have worked for the entire fiscal year, with pro-rated bonuses to part-time employees and employees who have worked for a partial year.

Dated at Burlington, Vermont this 11th day of June, 2010.

BURLINGTON HOUSING AUTHORITY

By: 