

Minutes of a Regular Meeting  
of the Altoona Housing Authority  
held on April 11, 2018

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Vice Chairperson, Mr. Scott Brown, at 8:30 a.m. on Wednesday, April 11, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Mitch Cooper, Mr. Chris Kirwin and Mr. Howard Ermin. Mrs. Robin Beck was absent.

Legal representation: Attorney Terressa E. George, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:30 a.m. to discuss a personnel issue. Executive Session concluded at 8:34 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on March 28, 2018, were presented.

Mr. Cooper moved for approval, Mr. Kirwin seconded, all approved.

Review of Financial Reports

Mrs. Johns stated that she would be happy to answer any questions regarding the financial reports.

Mrs. Johns stated that some of the financial reports have been changed and that through the Horizon software housing module, the Housing Authority is working to provide a cash flow statement that will be a better way to see income, expenses and liability.

Mr. Cooper stated that he likes the Vendor Summary Report because it's easier to read.

Mr. Kirwin made a motion to approve the financial reports, Mr. Ermin seconded, all approved.

## Resolutions

**Approval and Adoption of Resolution 18-9** – This Resolution authorizes Form HUD-50077, Certificates of Compliance with PHA Plans and Related Regulations, be submitted to the Department of Housing & Urban Development.

Mrs. Johns stated that this is the Resolution that is submitted with the Annual Plan. She stated that she will be submitting the Annual Plan to HUD electronically.

Mr. Kirwin moved for approval, Mr. Ermin seconded, all approved.

**Approval and Adoption of Resolution 18-10** – This Resolution authorizes a contract be executed for Lawn Care.

Mrs. Johns stated that due to questions that need to be answered, Resolution 18-10 is being “*tabled*” at this time.

**Approval and Adoption of Resolution 18-11** – This Resolution approves the audit prepared by Malcolm Johnson & Company, P.A. for fiscal year ending June 30, 2017.

Mrs. Johns stated that the Finance Committee met yesterday to review the audit report submitted by Malcolm Johnson & Company. She stated that Mr. Ed Stockton, Auditor, was on the phone with the Finance Committee to discuss the audit report.

Mrs. Johns stated that Mr. Stockton indicated that the Housing Authority is in a good financial position. She stated that there was one (1) finding pertaining to General Depository Agreements. She added that the Housing Authority has a General Depository Agreement with First Commonwealth Bank but that it doesn’t have said Agreement with some of the other banks where the Housing Authority has money invested. Mrs. Johns stated that she will be contacting those banks to get a General Depository Agreement signed. She stated that Mr. Stockton was pleased with how the finding would be resolved.

Mr. Cooper moved for approval, Mr. Kirwin seconded, all approved.

## Solicitor’s Report

Attorney George provided a report as to the activities that the law firm has been working on.

## Staff Reports

Mrs. Johns stated that there isn’t too much to report since the last meeting was just two (2) weeks ago.

Mrs. Johns stated that the Housing Authority applied for \$100,000 through the City of Altoona's CDBG Program for blacktop repairs at Fairview Hills. She stated that the Housing Authority was awarded \$90,000; however, we could receive the additional \$10,000 once the budget is finalized.

#### Committee Reports

The Finance Committee met on April 10, 2018 to review the audit report.

No meetings have been held for the Property/Maintenance Committee or the Personnel Committee.

#### New Business

There was no new business.

#### Old Business

There was no old business.

#### Media Questions/Comments

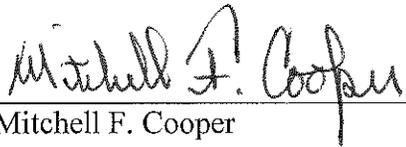
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about trial date for the Green Avenue Tower resident who is being evicted.

#### Adjournment

There being no further business to come before the Authority, Mr. Cooper made a motion to adjourn, Mr. Ermin seconded, all approved. The regular meeting was adjourned at 8:45 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, May 9, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

  
\_\_\_\_\_  
Mitchell F. Cooper