

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on January 11, 2017

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 8:17 a.m. on Wednesday, January 11, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Legal representation: Attorney William J. Haberstroh, 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*.

Mr. Brown wished everyone a Happy New Year. He also wanted to take a moment to thank Mr. Mitch Cooper who just wrapped up his tenure working for Blair County. Mr. Brown thanked Mr. Cooper for his service.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on November 2, 2016, were presented.

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

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of December 1, 2016 through December 31, 2016, and the Investment Analysis for January 2017, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports. She stated that she is happy to answer any questions that the Board may have in regard to the financial reports.

Mrs. Johns stated that she does not have the credit card bill with her today; however, the bill was only for \$87.42.

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

Resolutions

Approval and Adoption of Resolution 17-1 – This Resolution approves a decrease in the Standard Mileage Rate to 53.5 cents per mile effective February 1, 2017.

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

Approval and Adoption of Resolution 17-2 – This Resolution authorizes the extension of the contract with Power Component Systems, Inc.

Mrs. Johns stated that Power Component Systems, Inc. is currently doing the asbestos removal for the Housing Authority. She stated that the Housing Authority is under contract with EADS Architects, Inc. for the design work for the asbestos contract. She stated that EADS has finalized the specifications for the asbestos contract and that she is hoping to have that information this week. She added that the Housing Authority will then be advertising for asbestos abatement services. Mrs. Johns stated that this resolution will extend the contract with Power Component Systems until April 30, 2017, at which time the Housing Authority should have the new bids for the asbestos abatement contract.

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

Solicitor's Report

Attorney Haberstroh discussed the activities that he has been working on.

Staff Reports

Mrs. Johns stated that the Eleventh Street Tower Plumbing Project is moving along with the camera work scheduled for Friday. She stated that she is not sure how much damage is in the wall.

Mrs. Johns stated that Ben Carson will be the new Secretary of HUD. She stated that she has been reading a lot about Mr. Carson and she thinks that she will be very happy with him in that position. She stated that she included with the board packet the PHA Bill of Rights prepared by PHADA, which is interesting reading.

Mrs. Johns stated that the final rule in regard to the Violence Against Women Act was published on November 16, 2016. She stated that the new law expands remedies for victims of domestic violence, dating violence, sexual assault and stalking. She added that the Housing Authority has amended said Policy and has posted the Policy for public comment. Mrs. Johns stated that a resolution will be presented to the Board at the February 8th meeting for approval.

Mrs. Johns stated that she will start to work on the 2017 Annual Plan, which is due to HUD by April 17, 2017. She stated that she will be scheduling meetings with the Resident Advisory Board for their input on the Annual Plan.

Mrs. Johns stated that she provided staff with a training questionnaire for completion indicating training opportunities that would benefit them in their current position.

Mrs. Johns stated that she will be setting up different committees to review existing policies and internal procedures to determine if revisions are necessary.

Mrs. Johns stated that a committee has been formed to review the current Bad Debt Collection Policy. She stated that the Housing Authority needs a better system in place for files of prior tenants who have a bad debt so that staff knows if they owe money for maintenance charges, rent, etc. She added that the Housing Authority needs a system that is easier for staff to obtain such information.

Mrs. Johns stated that the next quarterly HUD conference call with the Western Pennsylvania Directors is scheduled for January 23, 2017.

Mrs. Johns stated that the board meeting dates for 2017 are included in the board report.

Committee Reports

The Finance Committee met on Tuesday, December 6, 2016 for the Exit Conference with the Auditor, Goldie Roberts.

No meetings have been held for the Personnel Committee or the Property/Maintenance 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 the One Strike Policy and the citation for the case Karmiel Jackson vs the Altoona Housing Authority.

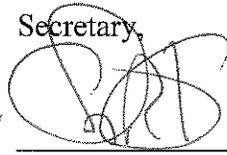
Adjournment

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 8:37 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, February 8, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

for



Mitchell F. Cooper