

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on July 10, 2019

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:34 a.m. on Wednesday, July 10, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Legal representation: Attorney William J. Haberstroh, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns 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 8:34 a.m. to discuss potential litigation. Executive Session concluded at 8:44 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on June 19, 2019, were presented.

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

Review of Financial Reports

Mrs. Johns stated that the financial reports show the expenditures and revenue for the month of June but that the books have not yet been closed for the end of the fiscal year. She stated that when the books are closed for the end of the fiscal year, they are going to try to provide year-end financial statements, which has never been done before. She added that Ms. Nancy Gibboney, Comptroller, has been working hard to close-out the end of the fiscal year.

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

Resolutions

Approval and Adoption of Resolution 19-19 – This Resolution approves the Consolidated Budget for fiscal year ending June 30, 2020.

Mrs. Johns stated that this Resolution is for the approval of the Consolidated Budget retroactive to July 1, 2019. She stated that a copy of the budget is attached to the Resolution. She added that the Finance Committee met to review the budget and look at the expenditures. Mrs. Johns stated that on the last page of the budget you can see the reserves and what they were in 2018. She stated that Ms. Gibboney gave an estimated reserve amount but noted that the books have not yet been closed, so this is just a projected estimate. She added that they are trying to take a look at the subsidy over the past year to see what the subsidy will potentially be this year. Mrs. Johns stated that she feels that the Housing Authority has been very frugal and in good shape financially. She stated that it helps that the Housing Authority is awarded grants that it applies for.

Mrs. Beck stated that Ms. Gibboney is settling into her new position as Comptroller and that she is doing a good job and there have been no issues. She added that Ms. Gibboney stated that Mr. Mark Polito, Accountant, is doing well since moving over to the Accounting Department.

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

Approval and Adoption of Resolution 19-20 – This Resolution approves form HUD-52574, PHA Board Resolution Approving Operating Budget, be submitted to HUD for approval for AMP 001 (Fairview Hills).

Mrs. Johns stated that Resolution 19-20 and Resolution 19-21 are the same resolution but for two (2) different public housing developments – Fairview Hills and the Green Avenue & Eleventh Street Towers. She stated that this resolution is the official form that is sent to HUD in regard to the budget.

Mr. Kirwin moved for approval of both Resolution 19-20 & Resolution 19-21, Mr. Brown seconded, all approved.

Approval and Adoption of Resolution 19-21 – This Resolution approves form HUD-52574, PHA Board Resolution Approving Operating Budget, be submitted to HUD for approval for AMP 002 (Green Avenue & Eleventh Street Towers).

See Resolution 19-20.

Approval and Adoption of Resolution 19-22 – This Resolution authorizes the writing off of bad debts for fiscal year ending June 30, 2019 in the amount of \$30,932.03.

Mrs. Johns stated that this is an annual resolution to write off bad debts for Public Housing and Pleasant Village. She stated that although the bad debt is being written off, it doesn't mean that the Housing Authority doesn't pursue collection of said debt.

Mr. Kirwin asked how much the Housing Authority gets back. Mrs. Johns stated that the Housing Authority collects approximately 15%.

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

Approval and Adoption of Resolution 19-23 – This Resolution authorizes the writing off of Section 8 Fraud Recovery for fiscal year ending June 30, 2019 in the amount of \$16,619.25.

Mrs. Johns stated that this is an annual resolution similar to Resolution 19-22 for Public Housing and Pleasant Village but is for the Section 8 Program. She stated that the Housing Authority pursues collection of this debt, as well. She added that the Housing Authority collects approximately 20%.

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

Approval and Adoption of Resolution 19-24 – This Resolution approves a salary schedule and allocation of all positions.

Mrs. Johns stated that this resolution needs to be Tabled until the August meeting, as she wants to be sure that the allocation numbers are accurate.

Mr. Brown moved for approval to Table Resolution 19-24, Mr. Cooper seconded, all approved.

Approval and Adoption of Resolution 19-25 – This Resolution authorizes the writing off of inventory and obsolete inventory for fiscal year ending June 30, 2019.

Mrs. Johns stated that this is an annual resolution to adjust the accounting records to reflect the value of the physical counted inventory and the value of obsolete inventory for fiscal year ending June 30, 2019. She added that a breakdown of the inventory is attached to the resolution,

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

Solicitor's Report

Attorney Haberstroh was in attendance and discussed activities that the law firm has been working on.

Staff Reports

Mrs. Johns stated that she would be happy to answer any questions that the Board may have regarding her report.

Mrs. Johns stated that staff has been busy closing out the fiscal year.

Mrs. Johns stated that Mr. Jim Brown, J.R. Brown Construction, signed the contract for the Roof Replacement Project at Fairview Hills.

Mrs. Johns stated that the Housing Authority is out to bid for the Blacktop Replacement Project and the Concrete Replacement Project at Fairview Hills. She stated that the Pre-Bid Conference is scheduled for Friday, July 12, 2019.

Mrs. Johns stated that all ten (10) scattered site properties are sold. She stated that she had to get approval from HUD to sell 2514 West Chestnut Avenue for less than the appraised value.

Mrs. Johns stated that she participated in the HUD quarterly conference call, which included discussion of REAC, Section 3 and Carbon Monoxide protocol.

Mrs. Johns stated that the Family Event held at Fairview Hills on Wednesday, June 26, 2019 was a great success. She stated that many families attended the event. She added that the Altoona Police Department, Altoona Fire Department and many local agencies participated in the event.

Committee Reports

The Personnel Committee met immediately following the June board meeting on Wednesday, June 19, 2019 to discuss personnel issues.

The Finance Committee met on Wednesday, July 3, 2019 to review the budget for fiscal year ending June 30, 2020.

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

New Business

Mrs. Johns stated that she was notified yesterday that HUD will be conducting a Financial Review at the end of August. She stated that Mr. Paul Miller will be conducting said review. She added that the Housing Authority hasn't had a Financial Review for approximately 10-12 years.

Mrs. Beck mentioned that the Confidentiality Policy and signature page was given to the board members today. She asked that everyone take time to read said Policy and sign the signature page, as it is important to maintain confidentiality of client records.

Old Business

There was no old business.

Media Questions/Comments

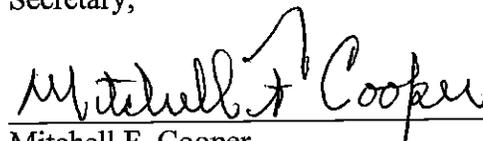
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the sale of 2514 West Chestnut Avenue, Over Income Limit, the Section 3 Policy and the Consolidated Budget.

Adjournment

There being no further business to come before the Authority, Mr. Kirwin made a motion to adjourn, Mr. Brown seconded, all approved. The regular meeting was adjourned at 9:10 a.m.

The next regular meeting will be held at 8:30 a.m. on Wednesday, August 14, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper