

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on November 8, 2017

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:15 a.m. on Wednesday, November 8, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Legal representation: Attorney William J. Haberstroh was present.

Staff members in attendance: Mrs. Cheryl Johns and Mrs. Kim Palmer.

Other individuals in attendance: None.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on October 11, 2017, 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 October 1, 2017 through October 31, 2017, and the Investment Analysis for November 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.

Mrs. Johns stated that the audit will be completed sometime in January and that the auditor will be on-site for ten (10) working days.

Mr. Kirwin asked about the expenditure on Page 2 for DeGol Carpet in the amount of \$8,644.00 for Public Housing & Pleasant Village. Mrs. Johns stated that said expenditure was for multiple invoices for carpet replacement.

Mr. Kirwin asked about the expenditure on Page 2 for Frederick Lock and Key for the installation of an auto door opener. Mrs. Johns stated that a disabled resident at the Towers requested a reasonable accommodation request for an automatic door opener. She stated that Mr. Howard Ermin and an advocate for the resident worked with the Housing Authority to get an

automatic door opener installed. She added that the advocate is working to reimburse some of the cost of the door opener to the Housing Authority.

Mr. Kirwin asked about the Public Housing Program – Other Income on Page 5 in the amount of \$52,683. Mrs. Johns stated that she was not sure exactly about that amount and would check with the Comptroller and would get back to Mr. Kirwin with the information.

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

Resolutions

Approval and Adoption of Resolution 17-25 – This Resolution approves Medical/Drug & Vision coverage effective December 1, 2017 through November 30, 2018.

Mrs. Beck stated that she and Mr. Cooper met with Mrs. Johns to review the options in regard to health care. She stated that they felt the plan selected was the best option available for both the staff and the Housing Authority.

Mrs. Johns stated that she feels that this is the best option for the Housing Authority. She stated that again there will be no referrals required. She added that she requested that Mr. Tim Fulmer, Broker, obtain a quote from Highmark Blue Cross comparable to the plan with UPMC, and the annual cost came in at \$476,752.00.

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

Approval and Adoption of Resolution 17-26 – This Resolution approves health care costs for employees for the period December 1, 2017 through November 30, 2018.

Mrs. Johns stated that it is her recommendation to continue with the employees contributing 10% towards health care costs and the Housing Authority contributing 90% towards health care costs.

Mr. Kirwin asked how long the employees have been contributing 10% towards health care costs. Mrs. Johns stated that the employees have been contributing 10% towards health care costs for the last 4-5 years.

Mrs. Johns stated that there is a provision in the resolution offering an additional monthly wage to employees who elect to remove themselves and/or their family members from the health care benefits. She added that currently there is only one (1) employee who is receiving the additional money.

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

Solicitor's Report

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

Staff Reports

Mrs. Johns stated that she is happy to answer any questions the Board may have in regard to her board report.

Mrs. Johns stated that the second meeting of the Blight Task Force Committee is scheduled for today at 10:00 a.m. at City Hall.

Mrs. Johns stated that there is an article in today's *Altoona Mirror* in regard to the Landlord Educational Workshop that was held last Friday. She stated that everyone worked hard to put everything together for said workshop. She added that the Housing Authority, Operation Our Town and the Central Pennsylvania Landlord Association have collaborated together the past few years to host this workshop. Mrs. Johns stated that the workshop was very well received and there were new landlords in attendance. She stated that various agencies had resource tables set up at the workshop, as well.

Mrs. Johns stated that Mr. Ermin was a speaker at the workshop and Attorney Haberstroh was on the panel for Landlord/Tenant Issues.

Mr. Kirwin stated that he heard excellent comments about the workshop. He stated that he did not attend the workshop.

Attorney Haberstroh stated that he was impressed how everyone in attendance paid attention and were not afraid to ask questions.

Mr. Cooper asked if anything interesting came from the NAHRO training regarding criminal background checks. Mrs. Johns stated that HUD issued guidance stating that housing authorities can't just look at an arrest. She stated that the Housing Authority looks at all sorts of information when determining eligibility.

Attorney Haberstroh stated that he met with Mr. Brad Kanuch, Administrative Officer for Fairview Hills, and he would like to have a panel to review files. He stated that Mr. Kanuch will make a decision regarding eligibility and the panel will oversee the decision.

Mrs. Johns stated that she has a draft of the Smoke Free Policy completed. She stated that she must meet with the Resident Advisory Board to discuss the Policy and then the Policy will need to be posted for a 30-day comment period. She added that the Policy does not have to be enforced until July 30, 2018.

Mrs. Johns stated that a family from Puerto Rico has applied for housing at Fairview Hills due to being displaced by the recent hurricane. She stated that the Housing Authority already has

provisions in the Admissions and Continued Occupancy Policy to move an applicant to the top of the waiting list that has been displaced per the Federal disaster relief laws. She added that said family has been moved to the top of the Fairview Hills waiting list for housing.

Mrs. Johns stated that once again the Housing Authority has been designated a high performer for the Section 8 Program. Mrs. Beck congratulated all staff for receiving the high performer status.

Mrs. Johns stated that she has been back and forth with the Special Applications Center (SAC) in regard to the Disposition Application to dispose of the scattered site properties. She stated that as of yesterday, she was advised that the SAC was approving the application and that the Housing Authority will be receiving written approval next week.

Mrs. Johns stated that Mr. Jim Stephens, Director of Maintenance Operations/Modernization is working on a scope of work for kitchen upgrades at the Towers.

Mrs. Johns stated that the Housing Authority has experienced on-going problems with the heating and air conditioning systems at the Admin Office. She stated that Mr. Stephens has contacted three (3) architectural/engineering firms to provide written quotes to replace the current system, as well as updating the electrical system. She added that she is waiting to receive said proposals.

Committee Reports

The Personnel Committee met immediately following the October 11th board meeting to discuss upcoming health care costs.

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

New Business

Mrs. Johns stated that the Board received a copy of the 2018 board meeting schedule.

Mrs. Johns stated that she provided the Board with information in regard to a workshop that Mr. Randy Wilson, Family Self Sufficiency Coordinator, and the Penn Highlands Community College are hosting at the Housing Authority on November 29, 2017.

Old Business

There was no old business.

Media Questions/Comments

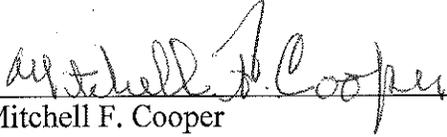
No media was present.

Adjournment

There being no further business to come before the Authority, Mr. Kirwin made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 8:50 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, December 13, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper