

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on October 11, 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, October 11, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Legal representation: None 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 8:15 a.m. to discuss potential litigation. Executive Session concluded at 8:34 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on August 9, 2017, were presented.

Mr. Brown stated that J.R. Brown, the contractor doing the Roof Replacement Project at Fairview Hills, is no relation to himself whatsoever.

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

Minutes of Special Meeting

The minutes for a special meeting held on August 21, 2017, were presented.

Mr. Kirwin moved for approval, Mr. Brown 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 September 1, 2017 through September 30, 2017, and the Investment Analysis for October 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 she heard from the new auditor, Malcolm Johnson & Company, and they will be conducting the audit for fiscal year ending June 30, 2017 in January.

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

Resolutions

Approval and Adoption of Resolution 17-24 – This Resolution approves a modification in the utility allowance for public housing effective December 1, 2017.

Mrs. Johns stated that per HUD regulations, the Housing Authority is required to conduct an annual utility allowance analysis. She stated that Mr. Brad Kanuch, Administrative Officer for Fairview Hills, worked with Northeastern Utility Consultants to determine the need for modification in monthly utility allowances. She added that utility allowances are reviewed by the auditor.

Mrs. Johns stated that the utility allowances slightly increased except for a few. She stated that the Housing Authority uses what the consultant advises. She added that it is her recommendation to approve the modification in the utility allowances.

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

Solicitor's Report

Attorney Haberstroh was unable to attend the board meeting. Mrs. Johns stated that he continues to provide Affidavits of Probable Cause to staff, as requested.

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 she was invited by the Mayor to participate in the City's Blight Task Force Committee. She stated that the first meeting was held on September 27th and the next meeting is scheduled for November 8th. She added that Mr. Mitch Cooper is on the committee also.

Mr. Cooper asked if J.R. Brown Construction had to have criminal checks done again for the roof replacement project since they just finished up the siding replacement project. Mrs. Palmer stated that criminal checks are only being done for new employees who did not work on the siding project.

Mrs. Johns stated that a Bedbug Education Training was held at the Green Avenue Tower on September 29th. She stated that free training was conducted by Northeastern IPM Center from Cornell University and the Penn State Extension Office.

Mrs. Johns stated that she wanted to publically acknowledge that she is very proud of her staff as the Housing Authority was once again designated a "high performer" in Public Housing. She said that it takes a lot of hard work and everyone working together to achieve this designation.

Mrs. Johns stated that the Housing Authority is still trying to rent 1477 Washington Avenue. She stated that an Altoona family, which consists of two (2) adults and three (3) children, was recently displaced due to a fire. She stated that she reached out to the family, who may qualify for the HOME Choice Program, and she will be meeting with them to show them the house.

Mr. Brown asked about the Section 8 Shortfall. Mrs. Johns stated that over the past six (6) months, HUD advised the Housing Authority to lease up Vouchers and use reserves. She stated that in July, HUD advised the Housing Authority to stop leasing up Vouchers, as there was no more funding available. She added that monthly conference calls are held with HUD staff to review the status of leased vouchers on the program. Mrs. Johns stated that the Housing Authority has applied for additional funding.

Mr. Kirwin asked about the Blair County Affordable Housing Fund. Mrs. Johns stated that she was asked to serve on the Blair County Affordable Housing Fund Board. She stated that the priorities of the Board include: 1) First Time Homebuyer Program Education Training, 2) Weatherization Program and 3) Homeless Shelter. She added that annual funding is a little over \$300,000. Mrs. Johns stated that marketing needs done to make the public aware of the program. She stated that she has met with Mr. Randy Wilson, Family Self-Sufficiency Coordinator, to discuss this program, which some of his clients may qualify for.

Committee Reports

No meetings have been held between the date of the last board meeting (August 9, 2017) and the October board meeting.

Mrs. Johns stated that the Personnel Committee is scheduled to meet immediately after today's meeting to review health care.

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 utility allowances, the smoke free rule, the Section 8 shortfall issue and changes to the Pet Policy.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 8:51 a.m.

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

Secretary,



Mitchell F. Cooper