

FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
MARCH 21, 2022
ONLINE ZOOM MEETING – COMPUTER AND PHONE

In Attendance: Maureen O'Malley, Sam Smith, Hugh Davis, Wesley Fugate, Dr. Linda Thomas Worthy

Staff in Attendance: Susan Pettyjohn, Lisa Bryan, Jessica Runshaw

Guest in Attendance: Adam Santucci

- I. Call Meeting to Order – Hugh Davis**
- II. Public Comment – None**
- III. Review and Approval of 2-28-22 Minutes**–Motion to approve updated minutes first by Smith, second by O'Malley. Motion carried unanimously.
- IV. New Business**
 1. Resolution 2022-6 Write Off Vacated Tenant Accounts
 - Motion to approve write offs first by Fugate, second by Smith. Motion carried unanimously.
 2. Resolution 2022-8 Removal of Expended Equipment from Fixed Asset Account
 - Motion to approve removal of expended equipment first by Fugate, second by O'Malley. Motion carried unanimously.
 3. Resolution 2022-9 Resolution to Change F&M Trust Account Statement of Investment Objectives-Redirect Funds to Growth & Income Objective
 - \$75,000 CD is available; discussion regarding moving the CD into this portfolio. Fugate requested a separate resolution to move CD into F&M Trust Growth & Income Objective.
 - Motion to approve movement of funds first by Fugate, second by Smith. Motion carried unanimously.
 4. Resolution to Move CD into F&M Trust Growth & Income Objective
 - Motion to approve moving CD into Growth & Income Objective account first by Smith, second by Fugate. Motion carried unanimously.
 - Fugate requested to have F&M move the CD in a timeline that is advantageous to FCHA considering the significant market changes that we are experiencing. Thomas Worthy will contact F&M with this request. Pettyjohn noted that this is typically a gradual move; either a percentage or timeframe.
 5. Formally Accept Dr. Linda Thomas Worthy's Resignation
 - Motion to accept resignation first by Fugate, second by Smith. Motion carried unanimously.
 - Davis announced that Jessica Runshaw has agreed to serve as interim executive director as board works to fill position.
- V. Executive Session – PILOT Agreement**
 - Motion to move to Executive Session first by Fugate, second by Smith. Motion carried unanimously.
- VI. Return to Public Session**
 - Motion to return to Public Session first by Fugate, second by Smith. Motion carried unanimously.
 - Resolution to Accept PILOT Agreement Between FCHA and Borough of Chambersburg
 - Motion to accept PILOT agreement first by Fugate, second by O'Malley. Motion carried unanimously.

- VII. Old Business – Resolution 2022-7 Approving Union Contract That Was Ratified on February 28, 2022 by the Union and Agreed by the Board of Commissioners on March 3, 2022**
- Motion to approve union contract first by Fugate, second by Smith. Motion carried unanimously.
- VIII. Fiscal Reports - Susan Pettyjohn**
- COCC Financials – 2/28/22 reviewed. A new phone system has been capitalized and added to all areas. Income is \$75,112 lower than budgeted due to investments being down.
 - Section 8 Financials – 2/28/22 reviewed. HAP had 315 units leased in February and March; currently 99.9% leased. Mainstream had 49 units leased at beginning of year; now at 47 in March; currently 99.3% leased.
 - Public Housing Financials – 2/28/22 reviewed. Net income increased for all four AMPs.
 - Capital Fund Program Report – 2/28/22 reviewed. \$43,172 was expended for the month. CF18 is fully expended and in process of closing grant.
 - Occupancy Report – 2/28/22 reviewed. AMP1 has six vacancies, one is offline. AMP2 has six vacancies-three are offline. AMP3 has two vacancies. AMP4 has three vacancies.
- IX. Executive Director Report**
- There are no new COVID cases in FCHA developments or offices.
 - Thomas Worthy’s transition plan for executive director is on schedule, with a few items to complete.
 - First Start Partnerships will continue to recruit from our community for Headstart and their family center.
 - FCHA is completing improvements on regular basis.
 - Our community partners have been providing significant assistance/events/resources to our residents.
- X. Other General Information – None**
1. **Adjournment** – Motion to adjourn first by Smith, second by Fugate. Motion carried unanimously.

Next Meeting: Monday, April 18, 2022 at 3:00 p.m. via Zoom.

Respectfully Submitted by,

Lenore Wyant
Secretary