

FRANKLIN COUNTY HOUSING AUTHORITY
OCTOBER 17, 2022
202 ELDER AVENUE, WAYNESBORO, PA

In Attendance: Hugh Davis, Sam Smith, Wes Fugate, Lenore Wyant (via phone), Jessica Runshaw
Staff in Attendance: Susan Pettyjohn, Lisa Bryan
Guest in Attendance: Jason Green

- I. **Call Meeting to Order** – Hugh Davis
 - II. **Public Comment** – None
 - III. **Review and Approval of 9-19-22 Minutes**–Motion to approve minutes first by Smith, second by Wyant. Motion carried unanimously.
 - IV. **New Business**
 1. Resolution 2022-19 Write Off Vacated Tenant Accounts
 - Motion to approve write offs first by Wyant, second by Smith. Motion carried unanimously.
 2. Section 8 Payment Standards Effective 1/1/2023
 - 1 bedroom and 2 bedroom rents are 100% of fair market rent. HUD has waivers and we can readjust one time per year. All payment standards increased significantly due to FMR increase. FCHA not to use waivers due to effect on budget.
 3. Health Insurance
 - Jessica Runshaw recommended keeping health insurance rates at 13.5% for single plans and 36.5% for other plans. Motion to approve health insurance rates with non-union employees having same implementation as those under union first by Fugate, second by Smith. Motion carried unanimously.
 - V. **Old Business** – None
 - VI. **Fiscal Reports** – Susan Pettyjohn
 - COCC Financials – 8/31/22 reviewed. Cash and Investments down \$36,000 for the month due to \$41,000 loss in investments. Net income loss of \$107,319 due to loss in investments year-to-date.
 - Section 8 Financials – 9/30/22 reviewed. Cash and Investments up by \$21,000 from previous month. Operating income up by \$21,000 from budgetet amount. Received seven additional vouchers allowing for an average of 323 leased units. 318 units currently leased; 99.3% leased for calendar year. Received ten additional Mainstream vouchers allowing for an average of 62 leased units; 88.3% leased for calendar year.
 - Public Housing Financials – 8/31/22 reviewed. AMPs 1, 2, and 4 had increase in net income; AMP 3 had decrease in net income.
 - Capital Fund Program Report – 9/30/22 reviewed. \$8,000 spent in administrative costs. Received 1.2 million for CF22 grant.
 - Occupancy Report – 9/30/22 reviewed. AMP1 has four vacancies, two are offline. AMP2 has seven vacancies, four are offline. AMP3 has three vacancies, all three are offline. AMP4 has six vacancies, one is offline.
1. **Executive Director Report**
 - Staffing update: fiscal assistant started today, have two new maintenance staff, clerk starting Monday, Section 8 manager resigned.
 - Maintenance staff completing asbestos training.
 - Meeting with Lance Hoover to discuss HVAC options. Original bid design was \$500,000, redesign is \$375,000. Working on internal changes for now.
 - Volunteers from OSI are assisting with cleaning office.
 - Hired cleaning company for Waynesboro and Chambersburg offices.

- COVID update provided: Two adults reported positive and zero reported exposed since last board meeting.
- Events since last board meeting: produce boxes continuing, renewed ROSS grant and FSS grant, sending updated FSS Admin Plan for changes, submitted ROSS reporting, continued free phone events, upcoming Halloween parades, Happy Feet Walking Program, FCHA attended Community Information Epo.
- Hugh Davis reported in public session that he had a conversation with auditors. The auditors informed Davis that they were approached by a staff member stating there had been a misappropriation of funds. Davis discussed the allegation with auditors.

2. Other General Information – None

3. Executive Session – Employee of the Year/Staff Matter/Legal Matter

- Motion to move to Executive Session first by Fugate, second by Smith. Motion carried unanimously.

4. Return to Public Session

- Motion to return to Public Session first by Wyant, second by Fugate. Motion carried unanimously.
- Motion to approve negotiating with Julie Marks regarding FSA union contract change first by Fugate, second by Smith. Motion carried unanimously.

1. **Adjournment** – Motion to adjourn first by Smith, second by Fugate. Motion carried unanimously.

Next Meeting: Monday, November 14, 2022 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Lenore Wyant
Secretary