

FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
SEPTEMBER 19, 2022
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: Sam Smith, Hugh Davis, Wes Fugate, Maureen O'Malley (via phone), Jessica Runshaw

Staff in Attendance: Susan Pettyjohn, Lisa Bryan, LuAnn Veldhuizen

- I. **Call Meeting to Order** – Hugh Davis
- II. **Public Comment** – LuAnn Veldhuizen commented on radio broadcast, investigating attorney, and HR fees. She noted that it should not be necessary to use vacation time to attend board meetings.
- III. **Review and Approval of 8-15-22 Minutes**–Motion to approve minutes first by Fugate, second by Smith. Motion carried unanimously.
- IV. **New Business**
 1. Resolution 2022-17 Write Off Vacated Tenant Accounts
 - Motion to approve write offs first by Fugate, second by Smith. Motion carried unanimously.
 2. Election of Officers for One Year Term
 - As all board members were not able to meet in person, Jessica Runshaw recommended postponing election until succession planning has been discussed. The Board was in agreement.
 3. Resolution 2022-18 Awarding Information Technology Support Services for FCHA
 - Two proposals were received for IT Support. Runshaw recommended staying with Elect as they are familiar with our equipment and provide excellent service.
 - Motion to approve retaining Elect for IT Services first by Fugate, second by Smith. Motion carried unanimously.
 4. FSS Admin Plan
 - Runshaw explained that the FSS program is growing and we are working on a new admin plan for this program. She will send a copy to the board and will submit the plan to HUD next week.
- V. **Old Business** – None
- VI. **Fiscal Reports** – Susan Pettyjohn
 - COCC Financials – 7/31/22 reviewed. Increase in investments in July; back down in August. Investments from April through July show a loss of \$37,000. Investments from April through August show a loss of \$78,000.
 - Section 8 Financials – 7/31/22 & 8/31/22 reviewed. In July, increase in net income of \$7,000 from previous month. Increase above budget in operating income for HAP and Mainstream. In August, increase in net income of \$4,000 from previous month. 311 HAP units leased in August. Received 7 additional vouchers; now have 323 HCV and VASH vouchers. Will receive \$9,000 more in funding for remainder of the year. 47 Mainstream units leased in August. Received 10 additional vouchers; now have 62 Mainstream vouchers available. Will receive \$16,000 more in funding for remainder of the year.
 - Public Housing Financials – 7/31/22 reviewed. All four AMPs had increase in cash. A1, A2 and A4 incomes are above budget; A3 income is below budget.
 - Capital Fund Program Report – 8/31/22 reviewed. Energy audit completed at cost of \$39,500. Remainder of August costs were architect/engineer fees. All August costs paid from CF21 grant.
 - Occupancy Report – 8/31/22 reviewed. AMP1 has three vacancies, two are offline. AMP2 has seven vacancies, four are offline. AMP3 has three vacancies, all three are offline. AMP4 has four vacancies, one is offline.

1. Executive Director Report

- Continue to have staffing issues. Conducting interviews, but unable to hire for maintenance positions.
- Section 8 Manager position is filled.
- Fiscal Assistant is no longer here; interviewing for this position.
- Checking into new updated software program.
- Our current cleaning contract expired. Received three proposals and plan to use one company in Chambersburg, another in Waynesboro.
- Maintenance staff will receive asbestos training next week. Most of the offline units are due to asbestos.
- HVAC meeting next week for plans/revisions. Runshaw will provide results to board.
- COVID update provided: Four adults and three minors reported positive and zero reported exposed since last board meeting. Franklin County is now in green 'low' risk category.
- Produce boxes continue to be distributed weekly in Chambersburg and bi-weekly in Waynesboro. Renewed ROSS grant and renewing FSS grant this month. Phone event was held in Chambersburg, upcoming in Waynesboro. To date, over 100 residents have received free phones. One FSS graduate in August received \$10,119 having been on the program for the full five years.
- Shoe Drive ended; received approximately 1500 pairs.

2. Other General Information – None

3. Executive Session – Succession Planning and Abilities Assessment for Board

- 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 Smith, second by Fugate. Motion carried unanimously.
- Motion to keep current officers until December, then reevaluate, first by Fugate, second by Smith. Motion carried unanimously.

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

Next Meeting: Monday, October 17, 2022 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Lenore Wyant
Secretary