

FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
AUGUST 15, 2022
202 ELDER AVENUE, WAYNESBORO, PA

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

Staff in Attendance: Lisa Bryan, LuAnn Veldhuizen

Guests in Attendance: John Flannery, Anthony Panasiewicz

- I. **Call Meeting to Order** – Hugh Davis

- II. **Public Comment** – LuAnn Veldhuizen commented on keeping lines of communication open between board and employees. She also gave remarks regarding previous ED's conduct and provided board with statements from staff (attached in board packet). Hugh Davis responded that attorney was hired to vent complaints and the board will obtain recommendations from attorney. Commissioner John Flannery commented that Franklin County Commissioners have received questions about FCHA over the past year, but they only approve recommendations for board; cannot answer questions without going to board. He also noted that one of the commissioners should attend board meetings. Anthony Panasiewicz noted that he attended a different board meeting, and it is beneficial to attend meetings.

- III. **Review and Approval of 7-18-22 Minutes**–Motion to approve minutes first by Smith, second by Wyant. Motion carried unanimously.

- IV. **New Business**
 1. Resolution 2022-16 Write Off Vacated Tenant Accounts
 - Motion to approve write offs first by Wyant, 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 moving election to next meeting. Motion to move election to next meeting first by Wyant, second by Smith. Motion carried unanimously.
 3. New FCHA Handbook
 - Runshaw informed board of new FCHA handbook. The handbook includes HR items, collective bargaining agreement information, etc. so all items are in one location. If discrepancies between collective bargaining agreement and handbook, the collective bargaining agreement will supercede. Board requested a review of handbook; Lisa Bryan will schedule a meeting for board, Jessica, and Maria Yaremchak (HR).

- V. **Old Business** – None

- VI. **Fiscal Reports** – Jessica Runshaw
 - COCC Financials – 6/30/22 reviewed. Investments continue to have loss. The average monthly earnings are \$5708.88. Average rate on return is 3.81%.
 - Section 8 Financials – 6/30/22 reviewed. Increase in Administration net income and HAP earnings. 313 HCV & 5 VASH units leased. 47 Mainstream units leased. We are still without a Section 8 Manager.
 - Public Housing Financials – 6/30/22 reviewed. AMP2 had significant increase in net income. AMP1 had small increase; AMP3 and AMP4 are steady from last month. AMP2 expenses lower than budgeted; AMP1, AMP3, AMP4 expenses higher than budgeted.
 - Capital Fund Program Report – 7/31/22 reviewed. We received energy audit; will review. Hugh Davis asked for board to see the report when completed. \$29,838 remaining in CF19, \$511,170 remaining in CF20, \$964,856 remaining in CF21. We received \$1.1 mil for CF22.

- Occupancy Report – 7/31/22 reviewed. AMP1 has three vacancies, one is offline. AMP2 has seven vacancies, two are offline. AMP3 has three vacancies, three are offline. AMP4 has two vacancies, two are offline.

1. Executive Director Report

- All unit inspections are completed in AMP3 and AMP4. Completing some monthly in AMP1 and AMP2.
- Held two events, National Night Out and Resident Appreciation Day, at beginning of August; both were successful.
- We applied for, and received, ten more Mainstream vouchers; now have 62 vouchers. Can begin lease up on September 1.
- Recertifying ROSS and FSS grants. ROSS funds Resident Initiatives Coordinator position. FSS is self-sufficiency program.
- Mowing and cleaning contracts are ending. Working to have all contracts coincide with budget year.
- Seven adults and nine minors have tested positive for COVID since July board meeting. COVID numbers are increasing in Franklin County.
- We received \$67,915 from SCCAP for household rental assistance in 2022; \$231,000 total since October 2020. 15 pending household applications being processed.
- Reporting for FSS program is changing. Will provide updates to board.
- Chambersburg office is fully staffed with exception of Section 8 Manager. Clerk 2 was promoted to Management Aide. Difficulties hiring maintenance staff due to background check/screenings/no response from candidates.

2. Other General Information – None

3. Executive Session – Wages, HVAC, Asbestos

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

4. Return to Public Session

- Motion to return to Public Session first by Fugate, second by Smith. Motion carried unanimously.
- Motion to accept 4.5% wage increase first by Smith, second by Fugate. Motion carried unanimously.
- Motion to seek another approach and workable solution for HVAC project 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, September 19, 2022 at 3:00 p.m. in the Chambersburg office.

Respectfully Submitted by,

Lenore Wyant
Secretary