

FRANKLIN COUNTY HOUSING AUTHORITY
BOARD MINUTES
APRIL 18, 2022
ONLINE ZOOM MEETING – COMPUTER AND PHONE

In Attendance: Maureen O'Malley, Sam Smith, Hugh Davis, Wesley Fugate, Jessica Runshaw

Staff in Attendance: Susan Pettyjohn, Robert Barrick, Lisa Bryan, Amanda Keefer, LuAnn Veldhuizen, Chris Gelsinger

Guest in Attendance: Michele Jansen, Denise Bonura, Andrew Abel, Patricia Hinkel

- I. **Call Meeting to Order** – Hugh Davis
- II. **Public Comment** – Amanda Keefer, LuAnn Veldhuizen, Chris Gelsinger, and Patricia Hinkel provided public comment.
- III. **Review and Approval of 3-21-22 Minutes**–Motion to approve minutes first by Fugate, second by Smith. Motion carried unanimously.
- IV. **New Business**
 1. Resolution 2022-10 Write Off Vacated Tenant Accounts
 - Motion to approve write offs first by Fugate, second by Smith. Motion carried unanimously.
 2. Resolution 2022-11 Window Replacement Project
 - The window replacement project will occur in our elderly developments, AMP1 in Chambersburg, and AMP3 in Waynesboro.
 - We received two bids; one is twice the cost of the other due to brands of windows. Both brands of windows met our requirements, and we are comfortable with the brand being used.
 - Motion to approve window replacement project first by Smith, second by Fugate. Motion carried unanimously.
 3. Recommendation to Appoint Jessica Runshaw, Interim Executive Director, and Lenore Wyant, Board Secretary, as Signatories for FCHA's Truist Account
 - After discussion regarding schedules and proximity to FCHA office, Runshaw recommended adding Hugh Davis as Board signer.
 - Motion to approve Davis and Runshaw as signatories first by Smith, second by Fugate. Motion carried unanimously.
- V. **Old Business** – None
- VI. **Fiscal Reports** - Susan Pettyjohn
 - COCC Financials – Some reports not available due to fiscal year end. Investments for fiscal year, April 2021-March 2022, ended at \$21,803.
 - Section 8 Financials – Some reports not available due to fiscal year end. HAP had 315 units leased in March, and 313 in April; currently 99.7% leased for the calendar year. Mainstream had 47 units leased in March; currently 91.8% leased for the calendar year. There are two outstanding vouchers.
 - Public Housing Financials – Reports not available due to fiscal year end.
 - Capital Fund Program Report – 3/31/22 reviewed. \$905,332 was spent for the fiscal year April 2021-March 2022. \$26,425 was expended in March.
 - Occupancy Report – 3/31/22 reviewed. AMP1 has six vacancies, one is offline. AMP2 has four vacancies-two are offline. AMP3 has four vacancies. AMP4 has three vacancies.

VII. Executive Director Report

- There have been no new COVID cases in FCHA developments.
- Capital improvements are continuing.
- Runshaw is working to fill staff vacancies.
- Property managers are working to house people on the public housing waiting list.
- Section 8 waiting list will potentially be opening in a few months.
- Fugate asked about the process for replacing windows. Runshaw stated that we will complete the project with tenants living in the units. She noted there may be issues with elderly tenants being able to move items. Looking at possibly having volunteers assist with moving. Fugate noted that some of the college's students may be able to assist.

VIII. Other General Information – None

IX. Executive Session – Reopening/COVID Protocols, Special Meeting, Executive Director Position

- Motion to move to Executive Session first by O'Malley, second by Smith. Motion carried unanimously.

X. Return to Public Session

- Motion to return to Public Session first by Fugate, second by Smith. Motion carried unanimously.
- Davis announced that the board is confident in Runshaw's candidacy and would like to move forward with her candidacy. The board agreed that Davis will work with Runshaw and Maria Yaremchak, Human Resource Consultant, to move forward toward a formal appointment that they hope to solidify and make official at the next meeting.

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

Next Meeting: Monday, May 16, 2022 at 3:00 p.m. via Zoom.

Respectfully Submitted by,

Lenore Wyant
Secretary