

FEBRUARY 2023 MEETING

A meeting of the Auburn Housing Authority ("AHA") was held on Wednesday, February 1, 2023 at 10am at the Stoneville Heights Community Room at 200 Oxford Street North.

COMMISSIONERS PRESENT: Roberta Briggs, Sharon Catino, Rose Turner

COMMISSIONERS ABSENT: Monica Locker, Wayne Page

AHA STAFF: Lori Brennan

PUBLIC COMMENT None

1. **DISCUSSION AND VOTE TO APPROVE THE MINUTES FOR JANUARY 2023**

After due discussion and upon motion made by Sharon Catino and seconded by Rose Turner it was unanimously

Voted: To Approve the Minutes for January 2023

Ayes: Roberta Briggs, Sharon Catino, Rose Turner

Nays: None

Absent: Monica Locker, Wayne Page

2. **DISCUSSION AND VOTE TO APPROVE THE CHECK REGISTERS FOR DECEMBER 2022**

After due discussion and upon motion made by Sharon Catino and seconded by Rose Turner it was unanimously

Voted: To Approve the Check Registers for December 2022

Ayes: Roberta Briggs, Sharon Catino, Rose Turner

Nays: None

Absent: Monica Locker, Wayne Page

EXECUTIVE DIRECTOR'S REPORT

We did OK on the most recent AUP financial piece. Findings were the same as always:

EARNED TIME: Needs to match the Personnel Policy. I made a note that we will continue to work on it. Maintenance still has time to use and they will work on this until resolved.

GIFT CARD PURCHASES: We have an accounting of all gift card purchases and where they went. Section 8 funds left over & office subsidy money was used. We will eliminate gift card purchases.

PROCUREMENT: We are a small housing authority so we don't have a lot of vendors who bid when we go out to bid. We don't have an electrician and a plumber on staff, so we need to hire someone who is licensed. We want someone who tenants are familiar with and that we can trust. State says we are not following procedure. I will encourage our regular vendors to sign a contract and get out from under procurement so it's no longer a problem.

PROJECT INFO MISSING: Project handled by the State. When it went out for re-bid they didn't publicize it or didn't provide us the documentation at the time of the audit. I had to request it from the State. It was provided but was too late since the audit was already in. I told them that they had not provided the documentation, I had to ask for it and gave it to them. This is no longer an issue,

The HUD inspection score was 94 out of 100. We are a "high performer" housing authority so they will do an inspection every 3 years. We are in good shape. Most things involved the apartments. We tended not to go into apartments during COVID. They only gave us a 2-weeks-notice that they are coming to inspect. They take off points for little things, which add up, but our score of 94 is good.

We are having issues with tenants not paying their rent. Tenants must provide proof of hardship when applying for help. It is difficult to provide proof so tenants are not getting money. Some tenants will need to do a repayment plan because they owe the money and have played the system. Now we are going after them to pay their rent. The government is already subsidizing their rent.

Pakachoag Village recertifications should be done by February 15th but we are still waiting for some. The notice went out in December and we are still waiting. I will do with what I have to comply with the law and then go back and make changes. Tenants are supposed to get 2-week notice of a rent change. Rents have increased due to the Social Security increase.

The State came in last week to help with CHAMP. Very helpful. We will continue to follow the regulations. Albany was there too. The State will come back for more training.

Board member training should be done within 90 days of coming on the Board. Rose and Sharon need to do this. We will do the Conflict of Interest Training within the next week so we are in compliance when they come to do the Performance Management Review. The certificate from AHA covers the Town requirement so we can submit this to the Town.

The State has 3 policies that need to be uploaded. They need to explain them to me or I am not having the Board sign them.

I am cleaning up bills that were paid in January 2023 that were from December 2022.

We are scanning everything now and putting documents on flash drives instead of in a drawer. Less paper.

MEMBER ITEMS

NONE

PUBLIC COMMENT

NONE

ADJOURNMENT

After due discussion and upon motion made by Sharon Catino and seconded by Rose Turner it was unanimously

VOTED: To Adjourn


Ayes: Roberta Briggs, Sharon Catino, Rose Turner

Nays: None

Absent: Monica Locker, Wayne Page

The next meeting will be after Gary has the year end done.

Respectfully Submitted,



Lori Brennan, Executive Director