

Ilion Housing Authority

Board Meeting
August 15, 2017

Commissioner Members

Brian Murray, Chairperson	Joyce Sanchez, Commissioner
Stephan Lachacz, Vice Chairperson	Beverlyan Tutty, Commissioner
Orlo Burch, Treasurer	Margery Murray, Resident Commissioner
Mark Rose, Counsel	Cindy Kennedy, Resident Commissioner
Catherine Avery, Executive Director/Secretary	Joanne Moore, Village Trustee

1. Call to Order.
Chairperson Murray called the Board Meeting of the Ilion Housing Authority to order at 5:00pm at the Ilion Housing Authority offices.
2. Roll Call.
Chairperson Murray, Commissioners Lachacz, Sanchez and Tutty were present. Director Avery was present. Resident Commissioners Murray and Kennedy were present. Commissioner Burch arrived at 5:21pm. Counsel Rose and Trustee Moore were excused.
3. Approval of the Minutes.
Commissioners read and reviewed the minutes of the July 18, 2017 Regular Board Meeting. Commissioner Lachacz made a motion to approve the minutes and Commissioner Sanchez seconded the motion. Commissioner Burch was not present for the vote. Ayes all.
4. Management Report.
Director Avery provided a written monthly report and highlighted the key indicator information supplementing the report. The key indicator graph for the Budget vs. Actual was showing an incorrect increase from the month before. Director Avery will look into the difference. If there is a change, a new graph with an explanation will be sent to the board members.
5. Tenant Advisory Report.
Resident Commissioner Murray provided the board with a written report highlighting activities at London Towers for the month of July 2017. The Tenant's Association is on vacation for the month of August 2017 with no activities planned.
6. Committee Reports. Nothing to report.
7. Financial Report.
 - a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Resident Commissioner Kennedy made a motion to approve the monthly transaction report for July 2017 and Commissioner Tutty seconded the motion. Ayes all.
 - b. Credit Card Transaction Report. The Board of Commissioners reviewed the report.
 - c. Profit/Loss Report. The Board of Commissioners reviewed the reports.
 - d. Bank Statements. The Board of Commissioners reviewed the reports.

Commissioner Sanchez made a motion to accept the financial reports as presented and Resident Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

a. Business Activities.

1. Mileage Report. Commissioner Tutty made a motion to approve the mileage report and Commissioner Burch seconded the motion. Ayes all.

b. Elevator project.

i. Vertical Technologies. Director Avery updated the board on status of the action the Housing Authority is taking in regards to the situation with Michael Hill from Vertical Technologies. No further action is required.

c. Bond Issuance Update – Nothing to report.

d. FEMA update – The Housing Authority is waiting for the funds in the amount of \$345,576. No further action required.

9. New Business

a. Tenant Handbooks – Updated Tenant Handbooks for London Towers and the Family Units were distributed to the Board of Commissioners for review. Updates to the new Tenant Handbooks include the Smoke Free Policy, Pet Policy updates and the London Towers Alcohol Policy. The newly updated Tenant Handbooks will be distributed to tenants at the end of August 2017.

b. 2018 PHADA Conference – January 7, 2018 – January 10, 2018 San Diego, CA – Director Avery discussed the 2018 PHADA Conference that will be held in San Diego, January 2018. Board members that chose to attend will let Director Avery know so flights and rooms can be booked. No further action is required.

c. September 2017 Board Meeting – Due to a HUD Conference on September 19, 2017, Director Avery requested the September 2017 board meeting be rescheduled. The September 2017 board meeting has been rescheduled to September 20, 2017 at 5:00pm at the same location. The change will be published in the Times Telegram. No further action is required.

d. Resident Commissioners – election/terms – Resident Commissioner Elections will be held in September 2017. Information about the elections has been distributed to tenants with instructions on how to run for the Resident Commissioner position on the Board of Commissioners. No further action is required.

10. Open Discussion. Nothing to report.

11. Executive Session for personnel matters. Nothing to report.

12. Next Scheduled Board Meeting: September 20, 2017 at 5:00pm.

Adjourn. Commissioner Burch made a motion to adjourn at 5:46pm, Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery
Executive Director