

BERKS COUNTY HOUSING AUTHORITY

September 28, 2022

REGULAR MEETING AGENDA

You may attend via phone, Zoom, or at our main office.

CALL TO ORDER

ROLL CALL

****APPROVE MINUTES OF August 24, 2022, REGULAR BOARD MEETING**

****APPROVE CURRENT BILLS FOR THE MONTH OF August 2022 in the amount of \$92,011.86**

****APPROVE FINANCIAL STATEMENTS FOR THE MONTH OF August 2022**

VISITORS COMMENTS

CHAIRMAN'S REMARKS

COMMITTEE REPORTS

- A. Finance:
- B. Personnel: Promotions from within the team, Colleen Siebel from Intake to Assistant Tenant Manager. Yaritza Rodriguez from Administrative Support to Assistant HCV Processor. Jim Hoban to Property Manager, Northampton Campus.
- C. ** Approve Board Chairperson to sign amendments to employment contracts of Colleen Siebel and Yaritza Rodriguez reflecting their promotions.

CORRESPONDENCE

PUBLIC HOUSING

Status Reports August 2022- 8 vacancies.

HOUSING CHOICE VOUCHER PROGRAM

- A. Status Report-August 2022- 433 participants.

MANAGEMENT PROGRAMS

- A. Norman Commons- 100% Occupied
- B. Tarsus Manor- 31/33 Occupied
- C. NCHA Update – Two FT hired- 1 PT janitor hired- JH promotion from within, 2 maintenance technicians have been vetted, hire dates TBD.

BHO

EXECUTIVE SESSION

OLD BUSINESS

- A. **Vote on changes to the current personnel benefits to clarify that employees may use PTO from hire date/anniversary date, under circumstances as set forth in the draft revised policy, which is attached to the agenda.

NEW BUSINESS

- A. ** Vote to sign a contract to hire Stephanie Fetterolf for Intake Clerk for BCHA.
- B. ** Vote to retain Blakinger Thomas PC as Solicitor for three years, authorizing Executive Director/President to negotiate a contract for services as Solicitor with Blakinger Thomas, PC.,

and the Board Chairperson to sign the negotiated contract, once it is deemed acceptable by the Executive Director/President and the Board Chairperson.

- C. ** Change the Right to Know Officer for BCHA from Tanya Nelson to Gwen Didden.
- D. **The purchase of two vehicles to be used for maintenance staff at BCHA, not to exceed \$35k for each vehicle. Authorize the sale of two current PH vehicles at fair market value to the Property Management branch of BCHA to be used for maintenance services at NCHA.

Items marked with ** are items for which there may or will be deliberation or official action taken at the meeting.

ADJOURNMENT_____ moved to adjourn_____ seconded the motion The next Board Meeting will be held on Wednesday, October 26th, 2022 @ 5:30 p.m.

Gwen Didden is inviting you to a scheduled Zoom meeting.

Topic: Sept Board Meeting

Time: Sep 28, 2022 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89089510428?pwd=a1Y2UWYwSlI1LzVyRUMvQzdxb2hKUT09>

Meeting ID: 890 8951 0428

Passcode: 226076

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