

**BERKS COUNTY HOUSING AUTHORITY**

**September 27th, 2023**

**REGULAR MEETING AGENDA**

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

**CALL TO ORDER**

**ROLL CALL**

**\*\*APPROVE MINUTES OF July 26, 2023, Regular BOARD MEETING**

**\*\*APPROVE CURRENT BILLS FOR THE MONTH OF July 2023 in the amount of \$ 252,515.53**

**\*\*APPROVE CURRENT BILLS FOR THE MONTH OF August 2023 in the amount of \$ 312,965.05**

**\*\*APPROVE FINANCIAL STATEMENTS FOR THE MONTH OF July 2023.**

**\*\*APPROVE FINANCIAL STATEMENTS FOR THE MONTH OF August 2023.**

**VISITORS COMMENTS**

**CHAIRMAN'S REMARKS**

**COMMITTEE REPORTS**

A. Finance: Committee met on September 27<sup>th</sup>. D&O policy was renewed. There was a \$3k increase due to the two claims in 2021/22.

B. Personnel: Did not meet, however an email report went out to the committee members.

**C. CORRESPONDENCE**

**PUBLIC HOUSING**

A. Status Report July 2023- 7 vacancies

August 2023- 9 vacancies

**HOUSING CHOICE VOUCHER PROGRAM**

A. Status Report-July 2023- 475 participants.

August 2023- 478 participants.

**MANAGEMENT PROGRAMS**

A. Norman Commons- 100% Occupied

B. Tarsus Manor- 32/33 Occupied in July 33/33 Occupied in August

C. NCHA Update

**BHO-**

**EXECUTIVE SESSION**

**OLD BUSINESS**

**NEW BUSINESS**

1.\*\*Vote to promote Nicole Siciliano to Assistant Tenant Manager for NCHA and allow Board President to sign the contract on behalf of the Board.

2. \*\* Vote to hire Kathy Martin as a part time AP/AR Specialist in Northampton to replace Nicole Siciliano and allow Board President to sign the contract on behalf of the Board.

3. \*\* Purchase of a new copier in the amount of \$9,595.00 from Edwards.

4. \*\* Vote to renew the same coverage of health insurance for employee, Capital Blue Cross Gold PPO, at a rate of 7% increase.

5. \*\*Vote to open a credit card at Diamond Credit Union in the amount of \$20k.

6. **\*\***Board vote of approval for the Language Assistance Plan to be formally adopted.
7. The annual report is being worked on. We will hold a RAB meeting in October. Also, we are working on issuing an RFP for PBV partners in early 2024.

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 Regular Board Meeting will be held on Wednesday, October 25, 2023@ 5:30 p.m.

**Topic: September Board Meeting**

**Time: Sep 27, 2023 05:30 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84378271602?pwd=azJPVXNXekRMTjVNTDAvKzUydVJWdz09>**

**Meeting ID: 843 7827 1602**

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