

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY
OF ANACONDA HELD JULY 25, 2023**

The Board of Commissioners of the Housing Authority of the City of Anaconda met at the Housing Authority Office, 10 Main Street, on July 25, 2023. The Meeting was called to order at 4:31PM.

Chairman Adam Vauthier presided over the meeting. Upon roll call the following were present or absent as named:

PRESENT

Dan Wood
Adam Vauthier
Camille Erickson
Katherine Basirico (4:37pm)

ABSENT

Sharati Pia

Others Present: Assistant Director Paul Fenchak, Secretary Kaitlin Leary (via phone)
Member(s) of the public: Janice Hagan-Delaney

APPROVAL OF THE MINUTES

Minutes of the Regular Meeting of June 15, 2023 were reviewed by the Board, with Chairman Vauthier calling for any additions, deletions, corrections or comments.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the minutes of the regular meeting of June 15, 2023. Commissioner Erickson motioned that the minutes of the regular meeting be approved.

Commissioner Wood seconded the motion, and upon roll call, Chairman Vauthier declared said motion carried unanimously.

BILLS AND COMMUNICATIONS

JUNE VOUCHERS

The PHA and Pintlar Vouchers for the month were reviewed.

The Assistant Director reported on the PHA and Pintlar extraordinary expenditures in June. For PHA, they included: windows from Butte Glass, two payments for stamps

from the Post Master, sitewide inspections by USIG.

For Pintlar, there were no extraordinary expenditures.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the PHA and Pintlar Vouchers for June. Commissioner Erickson motioned that the Vouchers for PHA and Pintlar be approved. Commissioner Wood seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

MONTHLY NOTICES - TENANTS

JUNE (reported under miscellaneous in meeting order)

The Assistant Director received the Notices report from Administrative Assistant Anderson, as Secretary Leary was out of the office. Director Fenchak informed the Board that there were seven (7) notices sent in June. They included five (5) 3-Day Notices, one (1) 14-Day notices, and 1 Notices to Terminate Tenancy. Of the 3-Day notices, 3 paid, 1 made a repayment agreement, and 1 did not pay. Of the 14-Day Notice, 1 paid.

REPORT OF THE SECRETARY

VACANCIES

JUNE

The Secretary reported on the Authority's vacancies for June 2023. She stated that the PHA vacancies totaled twenty-nine (29), and that the total vacancies for the same period of the previous year totaled twenty-eight (28). The Secretary noted that this total includes the offline units/special use unit.

The Secretary reported that Pintlar vacancies totaled two (2), and that vacancies for the same period of the previous year totaled two (2).

FINANCIAL STATEMENTS

JUNE

Financial Statements were provided to the Commissioners in advance of the meeting for review. The balance in the General Fund for PHA at First Montana was \$559,938.36. The savings balance plus checking totaled \$575,663.07. The Certificates of Deposit remains at \$400,000.00; and after receiving interest on the Money Market Savings at First Montana Bank, the new balance is \$93,572.99.

Total Savings and Investments: \$1,069,236.06. Delinquent Account Total was \$2,440.10, as opposed to \$6,758.50 at this time last year. The Secretary stated that this is very low, and will help the Authority on their PHAs calculation.

For the Pintlar Apartments, the balance in the General Fund was \$95,522.17. The Secretary noted that this included the siding and windows loan amount and without this amount the account balance would be \$82,169.67 and loan at \$13,352.50. The Secretary stated that the loan savings account at Southwest Credit Union has a balance of \$4,186.41. She continued that the Security Deposit Account was \$4,610.70 for a combined total of \$104,319.28 in savings. The savings balance plus checking totaled \$113,074.72. Delinquent Accounts Total was \$30.29. This was opposed to \$282.50 delinquent at this time last year.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the June PHA and Pintlar Financials. Commissioner Erickson motioned to approve the PHA and Pintlar Financials. Commissioner Wood seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

REPORT: COMMUNITY POLICE STATISTICS

JUNE

The Secretary apologized as she did not have the report with her off-site, but stated that she recalled that there were only 8 calls related to the Housing Authority, and no arrests. Assistant Director Fenchak stated that this was correct.

OLD BUSINESS

None

NEW BUSINESS

FY 2024 OPERATING BUDGET and RESOLUTION No. 595

The Secretary presented the Board with several documents comprising the proposed FY 2024 budget. She reviewed the comparison numbers, noting that the proposed budget expected a \$124,950.00 negative cash flow. The Secretary recalled that the Authority's reserves were high, and it had been the wish of the

Secretary and Board to reduce the amount of reserves to a more adequate level. The Secretary stated that this budget calls for less Capital Funding to go into Operations than in past, which is positive. She reviewed increased across the board for utilities, maintenance, and protective services, noting that the difference between expenses for FY 2023 and 2024 is about \$65,290 more for FY 2024. The Secretary provided the Board with several other HUD budget documents, which they quickly reviewed individually. Finally, Resolution Number 595 to adopt the proposed budget was reviewed.

Seeing no further discussion, Commissioner Erickson motioned to approve the FY 2024 budget and Resolution No. 595 to adopt it. Commissioner Wood seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

ADDENDUM TO EMPLOYEE HANDBOOK: WAGE PAYMENT FOR LAID OFF OR DISCHARGED EMPLOYEES and RESOLUTION NO. 596

The Secretary stated that a new Maintenance Laborer began with the Housing Authority on July 3, 2023. However, he only lasted 4 work days, and turned in his keys, as the “job was not for him.” The Secretary explained that, per the state, an employee who quits must be paid in 15 days or the next pay day, whichever is first. However, thanks to Rivers and Rivers CPAs, they discovered that an employee who is laid off or discharged must be paid immediately, unless a written personnel policy extends the time for payment. Since payroll is run through Rivers and Rivers, it would be difficult to issue payment immediately, and the Secretary is proposing to adopt a written policy that would extend payment to the same as if an employee quit: next pay day, or 15 days, whichever is first. The Secretary stated that the proposed policy was provided to all employees, and no issues were expressed.

The Secretary then presented Resolution No. 596 to adopt the written personnel policy into the Employee Handbook.

Seeing no further discussion, Commissioner Erickson motioned to approve the Addendum to the Employee Handbook: Wage Payment for Laid Off or Discharged Employees, and Resolution No. 596 to adopt it. Commissioner Basirico seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

INFORMATION

ONLINE TRAINING OPPORTUNITY: ETHICS for COMMISSIONERS

The Secretary stated that there is an Ethics for Commissioners training on July 31 from 11:30am to 2:30pm. She asked any interested Commissioners to contact her, and she would get them signed up.

PJ HAGAN MANOR

The Secretary recalled that there is an active bed bug case in one apartment at PJ Hagan Manor. She stated that residents have been very upset and apprehensive about the issue, and concerned for spread, so staff decided to enlist a Professional Pest Management company to inspect the entire building, to help put resident and staff minds at ease. The Secretary stated that the 1st floor inspection was completed with no findings, and they will continue to do one floor at a time.

MAINTENANCE TEAM

The Secretary informed the Board that the Maintenance crew is very short staffed right now, as we are down two employees. She stated that our Painter/Laborer is out on medical leave, and recalled that a new maintenance laborer started on July 3rd, but only lasted a few days. The Secretary stated that they are in the process of advertising for a new Maintenance Laborer. She added that the current 3 Maintenance folks are working very hard in the meantime and doing a great job keeping up with issues, however, it has impacted unit turnaround.

HUD VISIT

The Secretary stated that HUD completed their visit and compliance review at the end of June. She noted that they will send a comprehensive letter, which will be provided to the Board. They did have a few findings and suggestions, but were overall very pleased with the Anaconda Housing Authority's operations. Assistant Director Fenchak concurred.

MISCELLANEOUS

None

PUBLIC COMMENT

Janice Hagan-Delaney asked where Secretary Leary was. The Secretary apologized for participating via phone, and stated she was sick at home.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Erickson motioned that the meeting be adjourned; Commissioner Basirico seconded the motion and upon roll call, the said motion carried. The meeting was adjourned at approximately 4:56PM.

Chairman

Date

Seal

Secretary