

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON June 29, 2022**

The Commissioners of the Groveland Housing Authority (GHA) met in a regular meeting in a conference call format using the GoToMeeting application. This was in response to the resurgence of the Covid-19 virus and its variants. Chairperson Prunier called the meeting to order at 4:50 P.M. due to technical issues with the conference call access code. Ms. Gorski made the first motion, and Ms. Prunier seconded the motion. All were in favor of starting and called the roll with the following responses:

Present

Kathleen Prunier
Elaine Davey
Elizabeth Gorski

Absent

Inger Burke
Kimberly Jackson

Also present at the meeting were the Managing Director, Clara Ruiz Vargas, Dan Dellea, Jose Montan, Bruce Moody, Fee Accountant James Griffin, and Maggie Bourdon.

Ms. Prunier asked the board members and management if they believed they should proceed with the meeting because two board members were missing after the technical issues regarding the access code to the conference call. After discussion, the board and management agreed to continue with the meeting because the approval of the budget was urgent.

Review and Approval of the Minutes of the Meeting of May 31, 2022

The board tabled the approval of the Meeting Minutes of May 31, 2022 because Ms. Davey was absent during the last meeting, and therefore could not place a vote to approve the minutes. Since Ms. Davey could not vote, only two board members were left to approve the minutes- thus not reaching a majority of board votes.

Review and Approval of Accounts Payable for May 2022

Ms. Gorski made a motion to approve the accounts payable for May 2022 and received a second motion from Ms. Prunier. All were in favor. The board reviewed the accounts payable report, and a discussion ensued regarding certain payments.

Review and Approval of GHA Fair Housing Marketing Plan

Ms. Ruiz Vargas presented the Groveland Housing Authority Fair Housing Marketing Plan to the board. Discussion ensued regarding the plan. A motion was made by Ms. Davey, who received a second by Ms. Gorski. All were in favor.

Review and Approval of GHA Language Access Plan

Ms. Ruiz Vargas explained Groveland Housing Authority's new plan to implement translation services to all tenants and applicants to ensure equal housing access to all. Discussion ensued regarding the plan, and Ms. Gorski made a motion to accept the new language access plan. Ms. Gorski received a second from Ms. Davey, and all were in favor.

Review of Work Orders for May 2022

Discussion ensued regarding specific work orders in the month of May. Board members recognized that work orders had been down this month. No vote of approval was necessary.

Report of the Managing Director

Ms. Ruiz Vargas informed the board of the newly hired Resident Services Coordinator, who was hired through the Agespan agency. Ms. Ruiz Vargas also announced that GHA received \$3,800 of ARPA funding, and \$40,000 additional financing from (HUD) labeled as "revised funding." Lastly, Ms. Ruiz Vargas announced Mr. Dellea's promotion to Deputy Director and Mr. Montan's promotion to Maintenance Supervisor.

New Business- Approval of the Federal Fiscal Year 2023 Budget

Fee Accountant James Griffin began explaining the federal FY23 Budget to the board members. Mr. Griffin explained that this budget is a rough estimate and will likely change because it is based on only around ten months of fiscal activity, not the entire year. Mr. Griffin also explained there will be another budget once the fiscal year is officially concluded for DHCD state requirements. Ultimately, Mr. Griffin explained that there would be about a \$25,000 surplus in this year's budget. Ms. Prunier raised concerns about this surplus and asked Mr. Griffin if any costs could be decreased. Mr. Griffin replied that maintenance is likely the only place in the budget where costs could be reduced. Still, he is not personally concerned about the surplus amounts because of the \$500,000+ in the Groveland reserves. Mr. Griffin said that he hopes in the upcoming years, the surplus will be able to continue to decrease. Ms. Gorski made a motion to approve the Federal FY23 budget and received a second from Ms. Davey. All were in favor.

Comment Period for Commissioners and Public

No other matter was presented at this time.

Adjournment

There was no further discussion; Ms. Gorski made a motion to adjourn at 5:50 P.M. Then, Ms. Davey seconded the motion, and the meeting was adjourned.