

WESTERN PA HOUSING DIRECTOR'S ASSOCIATION
Meeting Minutes

May 22, 2012

Clarion Holiday Inn
45 Holiday Inn Road
Clarion, PA 16214

The Meeting of the Western Pennsylvania Housing Director's Association was held on Tuesday, May 22, 2012 at 10:00 a.m. at the Clarion Holiday Inn, in Clarion Pennsylvania.

Steve Bucklew opened the meeting at 10:05 am, welcoming everyone in attendance. He briefly reviewed the format and topics to be discussed during this meeting and scheduled WPHDA meetings, trainings and workshops for the remainder of 2012.

Approval of the Minutes

A motion to approve the minutes as presented from the April 24, 2012 meeting was made by Lorene Osborne, seconded by Perry O'Malley. The motion carried with a unanimous vote.

Treasurer's Report

Steve Hall, Treasurer, reviewed the financial statements ending April 30, 2012.

Steve indicated that the WPHDA PNC account showed to have \$35,495.28 at the close of last month. Recently activity conducted for the account was payments for and revenue from the scheduled Accounting and FASS Seminars.

Bill Thomas moved to approve the Treasurer's Report as presented; Sandy McGuire seconds the motion. The motion was carried with a unanimous vote.

Unfinished Business – Upcoming training opportunities were reviewed; July 11 and 12, 2012 for HQS and UPCS Training, July 25, 2012 WPHDA Meeting and Pest Control Management.

Other Business

A discussion was conducted on how the Marcellus Shale Industry is affecting Section 8 Programs and the affordability factor for housing and the possibility for HUD to allow an increase to the county FMR over 110%. Perry O'Malley stressed that all directors should complete the HUD PHA Survey for the possibility of 2013 adjustment impacting increased FMRs. The survey is raw data and information collected for the FMR 3 to 4 years in the future.

New Business

Steve Introduced Jacqueline Molinaro-Thompson, Director of the HUD Pittsburgh Field Office of Public Housing, who gave a HUD update on the following:

- 1) Jacqueline indicated that there are no “troubled” agencies and that the HUD Field Office will assist in efforts to avoid a “troubled” status whenever possible. There are several PHAs with “substandard” ratings in the sub-indicators with occupancy and CFP issues.
- 2) Tenant Accounts Receivable (TAR)- PHAs with family units will not be penalized for families that do not pay as opposed to families that do, according to the HUD Field Office-Pittsburgh.
- 3) PASS- An increase in “Health and Safety “issues are being brought up by inspectors recently.
- 4) FASS- please keep track of financials and entering them on time. Jacqueline has requested that do monthly assessments on the utilization tool or worksheet (which ever you prefer) after VMS data is submitted.
- 5) EPIC System- Energy Performance and Information Center- All open grants need to be reported in this system.
- 6) ARRA- If it is not closed out it needs to be reported in RAMPS.
- 7) Utilization Numbers- The group goal for the Field Office-Pittsburgh is a 3% vacancy report. Currently it is 3.4% and 1 year ago it was at 10%.
- 8) A brief discussion was conducted on HUD creating and maintaining an online site to conduct tenant management, PHA paperwork and streamline grant applications.

Other topics discussed during the Directors Roundtable were as follows;

- 1) Healthcare cost and options such as sending RFP on bids (Aetna, UPMC, Health America are currently being shopped), % to be paid by employer/employee, HRAs, lower pension contributions, utilizing insurance brokers and going under 403B, 401A, 401 non-profit status. Short and long-term disability coverage was also covered.
- 2) Making and receiving personal calls and using electric media (Face book, email) during work hours needs to be specified in policy to discipline.
- 3) Section 3 Program- designed to assist contractors in acquiring apprentice in HVAC or carpentry and then keeping them on after job is completed. The one year Step-Up Programs are most common.
- 4) Section 8 utility allowance payment methods were discussed: PNC offers a bank card for utilities- the Authority puts money on that can only be used to pay utilities through various codes.
- 5) Updating of By-Laws was discussed with compliance vs. approval through HUD.
- 6) Why form a Non-Profit? Tax reasons, credit deals and the difference between affiliate and subsidiary.
- 7) Flex-Time- it is at the discretion of the supervisors
- 8) Snow removal contracts- shared service agreement with another other Authority or with a municipality.

Adjournment

Steve asked for a motion to adjourn the meeting. John Wright made the motion and Sandy McGuire seconded the motion. The motion carried unanimously. Next meeting is 10:00am, July 25, 2012 at the Hyatt Place Pittsburgh North Shore, 260 North Shore Drive, Pittsburgh PA 15212.

Respectfully Submitted,
James M. Chandler