

AGENDA  
HOUSING AUTHORITY BOARD REGULAR MEETING  
July 25, 2017

**1. Informational Update:**  
**HOUSING**

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- a) No meeting was held on 6/27/17 due to lack of quorum.
- b) The VGHA submitted the audit material requested by HUD's Quality Assurance Division for the Voucher Management Submissions for the period 4/16 to 2/17. The account HUD codes were collected by Brendan Kelly at BST, and Asha Gallacher entered said codes into the QuickBooks program. There was one minor finding/concern, which was a typographical error entry. In all, the Housing Authority did very well in accuracy of reporting VMS entries and quality control.
- c) The unaudited FASS submission was due to HUD by 5/31/2017. Jonathan Gibbs worked on the submission and it was submitted on time.
- d) The VGHA experienced a heavy volume of work this for the month of May. In addition to the VMS audit, the Unaudited FASS submission and the SEMAP submission. Because Asha Gallacher was a day late in reporting SEMAP due to an illness, she had to request a waiver from HUD to submit the SEMAP late. The NY HUD office is waiting to hear from the Federal Office of the waiver approval, and will notify Asha Gallacher when the Federal Office has made its decision.
- e) There were 3 vouchers that were lost in June due to the death of a client, the absorption of a ported client by the receiving Housing Authority, and the loss of another voucher due to the client being admitted to a nursing home. Therefore; Asha Gallacher issued 3 vouchers.
- f) There are still 3 other issued vouchers from last month that are still searching for housing, but can't find anything; this makes of 6 families having difficulty finding housing.
- g) 5 recertifications and 6 interims were performed for May 2017.
- h) 5 recertifications and 11 interims were performed for June 2017.
- i) Nina J. Greenfield Stewart has submitted a Legal Services Agreement extension for 2017. All terms and conditions remain the same.
- j) An informal hearing was conducted for #HAP45. Due to a reasonable accommodation for medical reasons, an agreement was reached, and the Hearing Officer will be writing a Letter of Understanding to allow the client to remain on the program as long as certain conditions are met.

*Voucher Program*

August 2017 PROJECTED MONTHLY EXPENSES

HAP, PORT RENTS & UTILITY REIMBURSEMENTS ( Units)	\$.00
OFFICE/MILEAGE EXPENSES	\$0.00
ATTY FEES	\$.00
AUDITOR FEES	\$
PORT FEES	\$126.62
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMPL BENES)	\$
<b>TOTAL</b>	<b>\$</b>

COMMUNITY DEVELOPMENT

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a)

Community Development

August 2017 PROJECTED MONTHLY EXPENSES

213 Center Street

Beginning Balance 7/1/17	\$
Village Electric	\$
Village Water	\$
	\$
	\$
Salary Reimb	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>
Approx Ending Balance	\$

278 2<sup>nd</sup> Street

Beginning Balance 7/1/17	\$
Payment for 278 2 <sup>nd</sup> St	\$1,000.00
Electric	\$
Water	\$
Hands Fuel Co.	\$
Pine Oaks Landscaping	\$120.00
Salary Reimb	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>
Approx Ending Balance	\$

Rental Income

Income	
278 # 1	\$1300.00
278 # 2	\$1125.00
278 # 3	\$1125.00
213 Center	\$1125.00
<b>TOTAL</b>	<b>\$4,675.00</b>

**2. Resolutions:**

- a) MOTION – to approve the minutes of the April 25, 2017 Board Meeting.
- b) MOTION – to ratify accounts payable for June 2017 for the Housing Authority totaling \$76,358.43.
- c) MOTION – to ratify accounts payable for June 2017 for 213 Center Street totaling \$771.38.
- d) MOTION – to ratify accounts payable for June 2017 for 278 2<sup>nd</sup> Street totaling \$2,843.39.
- e) MOTION – to approve projected accounts payable for July 2017 for the Housing Authority totaling \$77,421.34.
- f) MOTION – to approve projected accounts payable for July 2017 for 213 Center Street totaling \$1,405.42.
- g) MOTION – to approve projected accounts payable for July 2017 for 278 2<sup>nd</sup> Street totaling \$1,664.62.

**3. Next meeting date: Tuesday, August 29, 2017 at 5:00 PM.**

**4. Motion to adjourn.**



## Village of Greenport Housing Authority Regular Board Meeting

### MINUTES 4/25/2017

The regular monthly meeting was held on Tuesday, April 25, 2017.

Those present were Tina Finne, Marilyn Corwin, Valerie Shelby and Christopher North. Robert Brandt and Asha Gallacher. Meeting was called to order by Board Chair Tina Finne at 5:05 pm.

#### 1. Section 8 Housing Update:

- a) The VGHA was randomly selected by the HUD's Quality Assurance Division to review the VGHA's Voucher Management Submissions for the period 4/16 to 2/17. Due to accounting codes that were necessary for the submittal of the report, she delegated the code retrieval to Brendan Kelly at BST. The general ledger in QuickBooks will also need to reflect the HUD accounting codes.
- b) 10 recertifications and 4 interims were performed.
- c) The unaudited FASS submission is due to HUD by 5/31/2017. Asha Gallacher will be contacting BST (Brendan Kelly) to assist with the submission.
- d) The SEMAP (Section Eight Management Assessment Program) submission is due to HUD by 5/31/2017. Asha Gallacher will be submitting by the deadline.
- e) 1 voucher was terminated due to unreported income.
- f) 1 searching voucher found housing and leased up on 4/15/2017.
- g) 2 vouchers were issued.

#### 2. Community Development:

- a) .

#### 3. Resolutions:

- a) MOTION – was made to approve the minutes of the March 28, 2017 Board Meeting. Tina Finne made motion, Marilyn Corwin second.
- b) MOTION – was made to approve projected accounts payable for May 2017 for the Housing Authority totaling \$77,910.34. Marilyn Corwin made motion, Valerie Shelby second.
- c) MOTION – was made to approve projected accounts payable for May 2017 for 213 Center Street totaling \$695.89. Valerie Shelby made motion, Marilyn Corwin second.
- d) MOTION – was made to approve projected accounts payable for May 2017 for 278 2<sup>nd</sup> Street totaling \$1,598.68. Valerie Shelby made motion, Christopher North second.

Tina Finne made motion to adjourn second by Christopher North. Motion carried. Meeting adjourned at 5:38 pm.

Respectfully submitted by: Tina Finne, Board Chairperson