

**VERMONT STATE HOUSING AUTHORITY  
REGULAR MEETING MINUTES  
MARCH 23, 2022**

**1. Roll Call**

The Regular Meeting of the Board of Commissioners of the Vermont State Housing Authority, held via Microsoft Teams, was called to order at 11:01 a.m. by Chair Alex Farrell; and upon roll call, the following Commissioners answered present: Cory Richardson, Vice Chair; Mary Miller, Jo Ann Troiano, and Christopher Trombly.

Staff present: Kathleen Berk, Executive Director/Secretary; Kelly Pembroke, Director of Finance & Information Systems; Susan Kuegel, Director of Property & Asset Management; Ellen Liptak, Exec. Assistant/HR Coordinator; Kelli Robinson, Director of Housing Program Administration; Daniel Blankenship, and Iris Gilbert.

Absent: Commissioners Caryn Feinberg and Aaron Jones; Staff: Tyler Maas, Samantha Green, and Bethany Lunn.

Guests: Morgan Ledo, VSEA Representative; Robert DiPalma, Paul, Frank & Collins; Jonathan Bond, HFI;

**2. Meeting Agenda**

Executive Session was moved to the last agenda item of the meeting.

**3. Public Participation** - None.

**4. Minutes of Regular Meeting – January 26, 2022**

On a motion by Troiano, seconded by Miller, the minutes of the January 26, 2022, meeting were unanimously approved with no discussion.

**5. Secretary's Report**

Berk reported no additions to the Secretary's Report. Kuegel updated the Board on the Green Mountain Apartments and indicated she hopes for a closing in early April. Farrell commented he is looking forward to discussing the strategic plan in May. He offered congratulations to the staff who are celebrating milestone anniversaries.

Miller made a motion to accept the Secretary's Report as submitted, seconded by Richardson. The motion was unanimously approved.

## **6. Finance & Information Systems**

Pembroke updated the Board on the February financial Statements.

She presented a proposal by PayData and recommended approval to contract with PayData for payroll and HR services. Berk commented that this will help modernize VSHA which is a strategic goal. Pembroke outlined the services that would be covered. The cost is \$7,168 per year, which the Board felt was reasonable.

Pembroke asked the Board to approve an additional signer – Ann Blanchard – to VSHA accounts. Blanchard was recently promoted into the role of Senior Accountant.

Richardson asked for an update on the ERA2 Program funding. Berk gave an overview and indicated that this is a continuation of the ERA1 monies. ERA 1 is scheduled to end in September and ERA2 is meant to go through 9/30/2025 or as long as funding lasts.

On a motion by Richardson, second by Troiano, the Board unanimously accepted the financial report, approved contracting with PayData, and approved Blanchard as an additional signer.

## **7. Housing Program Update**

Robinson reporting hiring a Housing Choice Voucher Coordinator, Liz Whitmore, who will start at the beginning of April. She indicated she is updating the annual planning process and will have it ready in May for any changes.

## **8. Property & Asset Management**

No additions to the material in the Secretary's Report. A few comments were made regarding the vacancy and delinquency reports provided.

## **10. Other Business**

After a short discussion about holding in-person meetings, the Board agreed that the May meeting will be in a hybrid format.

Troiano indicated she will speak with Kathleen about whether to extend her term.

Berk presented an MOU indicating a new clause regarding termination. She asked for authorization to sign the MOU on behalf of the Agency.

On a motion by Richardson, second by Trombly, the Board unanimously voted to authorize Berk to sign the MOU as presented.

Blankenship, Gilbert, Ledo, and Bond left the meeting at 11:30 a.m.

## **9. Executive Session**

Farrell read the following Resolution to go into Executive Session: “I move that the Board adopt the following resolution:

WHEREAS, the Board needs to discuss a certain contractual relationship; and  
WHEREAS, premature general public knowledge would clearly put the Authority at a substantial disadvantage;

NOW THEREFORE, the Board shall discuss the contractual relationship at issue in executive session.”

Troiano made a motion to go into Executive Session at 11:33 a.m. Motion was seconded by Trombly and unanimously voted in favor.

Troiano made a motion to come out of Executive Session at 12:24 p.m. No action was taken. Motion was seconded by Miller and unanimously voted in favor.

Meeting was adjourned at 12:25 p.m. upon a motion by Troiano, seconded by Miller, and voted unanimously in favor.

Respectfully submitted,

Kathleen Berk  
Executive Director/Secretary

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