

VERMONT STATE HOUSING AUTHORITY
REGULAR MEETING MINUTES
MAY 27, 2026

1. Call to Order & Quorum

The Regular Meeting of the Vermont State Housing Authority was held at One Prospect Street, Montpelier, Vermont, allowing both in-person and remote attendance via Microsoft Teams. The meeting was called to order at 11:03 a.m. by Alex Farrell, Chairperson; and upon roll call, the following Commissioners answered present: Cory Richardson, Vice-Chairperson; Mary Houghton, Bryan Plant II, Jo Ann Troiano, and Annik Paul. Absent: Aaron Jones.

Staff present: Kathleen Berk, Executive Director/Secretary; Kelly Pembroke, Chief Financial Officer; Elizabeth Bacon, Managing Director of Housing Programs Administration; Susan Kuegel, Managing Director of Portfolio Operations; Ellen Danahy Liptak, Director of Human Resources & Administration; and Robert Abbott, Office Manager.

Guests and Members of the Public present: Dan Coppock, VSHASF/VSEA Representative.

A quorum was established by having at least four Commissioners present throughout the meeting.

2. Changes to Meeting Agenda

Berk asked to leave the Secretary's Report in the Consent Agenda but allow her to elaborate on the Move In Vermont initiative during Other Business.

3. Public Participation

Public Comment was opened at 11:04am. Coppock asked for specifics on the Landlord Relief Program. Berk suggested they set up time after the meeting to answer his questions. Public Comment closed at 11:05am.

4. Consent Agenda

The Consent Agenda consisted of the Minutes from the March 25th meeting and the Secretary's Report.

➤ Troiano moved to approve the items on the Consent Agenda without discussion. Richardson seconded the motion which passed unanimously.

5a. Finance

Pembroke highlighted the drop in administrative fees. The proration factor has dropped 4% so far and is estimated to drop another 6% by the end of the year. Comparing data from March 2025 to March 2026, VSHA is at 113 units less than at this point a year ago.

Pembroke touched on upcoming building renovations for the VSHA main office. Contractors have been selected and work should begin in August. Once completed, the building will be open to the public.

Pembroke will provide a more detailed financial statement going forward.

She also discussed the purchase of new laptops and accounting software in the future.

➤ Paul moved to accept the financials, which was seconded by Plant. The Board voted unanimously to accept the financials.

The US Department of Housing and Urban Development, Office of Inspector General, completed a desk review of the single audit reporting package submitted by VSHA and audited by KBS for FY 24. The audit of information sent by KBS went very well with the only deficiency noted as an error in citing the correct dollar threshold to the Federal Audit Clearinghouse.

5b. Housing Program Administration

Bacon shared that we received the Agency's Section 8 funding notice for calendar year 2026. Based on our analysis, we have sufficient funds to support all current vouchers in use, fulfill Project-Based voucher commitments made previously (three properties totaling 26 units), and transfer the time-limited EHV vouchers (52) due to sunset 7/1/2026 to the Housing Choice Voucher program.

No other funding commitments are expected. Berk conveyed the budget is lean and will be managed carefully.

In collaboration with other state housing agencies and the Agency of Human Services, we will apply to the U.S. Department of Housing and Urban Development (HUD) in response to HUD's recently published Notice of Funding Opportunity for Project-Based Rental Assistance under the Section 811 Supportive Housing for Persons with Disabilities Program. Applications are due July 13.

Bacon continues to work on the Annual Plan. She has reached out to the Resident Advisory Board for input. The public hearing will be scheduled for July 15th.

Berk stated that VSHA will provide an analysis of the "Road to Housing" during the next meeting.

5c. HR & Administration

Liptak brought a proposed amendment to the Accrued Leave Policy for the Board's consideration. The amendment would allow an exception to the policy for employees on Family Medical Leave.

➤ Troiano moved to adopt the updated policy and Paul seconded. The Board voted unanimously to approve the updated Accrued Leave Policy.

5d. Portfolio Operations

Kuegel requested the Board's approval to move forward with submission of the proposed budgets for Green Mountain and Brightwood House, which includes a rent increase, to USDA before the due date of June 30th. She will then share the updated budget with the Board once it is approved.

- Houghton motioned to approve VSHA staff moving forward with budget submissions. Richardson seconded the motion. The Board voted unanimously.

Kuegel plans to provide more details on the Asset Management Report at future meetings.

7. Other Business

Liptak shared this year's Employee Appreciation event will be on October 2nd. Northfield Savings Bank donated \$5,000 toward the event. Staff will tour the Spirit of Ethan Allen and be provided lunch. An award ceremony will take place. Board members are invited to join.

VSHA will be launching a new program called Move-In Vermont. Berk promised a full presentation of the program at the next meeting. Requests for Information have been sent to local community partners. Senator Peter Welch is also excited about the program and chose to advance it in his funding requests for Congressionally-directed spending as part of the FY27 Appropriations bill.

8. Executive Session

There was no need for Executive Session.

9. Adjournment

- The Board voted to adjourn the meeting at 11:45am. Upon a motion by Richardson, seconded by Houghton, and passed unanimously.

Respectfully submitted,



Kathleen Berk
Executive Director/Secretary

/RTA

