



Low income housing- supporting independence, creating opportunities

MINUTES

Brattleboro Housing Partnerships
Monday, August 1, 2022 4:30 PM

The meeting was warned on Facebook, the BHP website and in the Brattleboro Reformer: You are hereby notified that the 4:30pm, August 1, 2022 regular meeting of Brattleboro Housing Partnerships will be held on “ZOOM” will operate in a hybrid format, combining both the physical location and the ability to attend and participate in the meeting via Zoom. The physical location will be at 206 Melrose Street, masks are required.

Join Zoom Meeting

<https://us02web.zoom.us/j/84876082452?pwd=WHhmeTJ6MVpJcjRYWXd4TnY0ZTlzUT09>

1- 888 788 0099 US Toll-free

Meeting ID: 848 7608 2452

Passcode: 702932

1. Call to order: The meeting was called to order at 4:30pm by Commissioner Elizabeth Harrison, also present, Commissioner Elisha Underwood (needed to leave the meeting early), Commissioner Byron Stookey, Commissioner Patricia Green, Commissioner Gary Stroud and Christine Hazzard, Executive Director. BCTV representative attended and recorded the meeting.
2. Election of Officers:
 - a. **Commissioner Stookey motioned to nominate Commissioner Elizabeth Harrison for BHP Board of Commissioners Chair, Commissioner Underwood seconded the motion. Approved by a vote of 4-0**
 - b. **Chair Harrison motioned to nominate Commissioner Underwood for BHP Board of Commissioners Vice Chair, Commissioner Stookey seconded the motion. Approved 4-0**
3. Introduction of Board members
4. Reviewed minutes from the June 25, 2022 Regular Meeting and July 21, 2022 Special Meeting.
 - a. **Vice Chair Underwood moved to accept notes from the June 25, 2022 Regular Meeting, motion seconded by Commissioner Stookey. Approved 5-0**
 - b. **Commissioner Stookey motioned to accept notes from the July 21, 2022 Special Meeting. Motion seconded by Commissioner Green. Approved 5-0**

It is the mission of Brattleboro Housing Partnerships to ensure the provision of quality low income and affordable housing within viable communities to support independence and create opportunity

5. Resident and Community Participation: No residents or community members attended the meeting.
6. COVID-19 Updates:
 - a. Board of Commissioners decided to begin in-person meetings in November 2022. The board requested a hybrid format if possible.
7. Staff Reports Review:
 - a. Property Manager Report:
 - i. A few households with large balances are impacting the rent collection percentages.
 - ii. VERAP (Vermont Emergency Rental Assistance Program) will continue to run through September 30, 2022 or beyond, subject to funding. BHP has received \$235,520.08 in funding from the program. \$22,809 in payments are pending.
 - iii. Residents are encouraged and supported in applying for the VERAP program however residents will receive termination notices if they carry large balances.
 - iv. Some households have exhausted VERAP funds, in these cases they are referred to social service agencies for additional support. If they are unable to pay back rent they will receive termination notices.
 - b. Resident Wellness and Services: Employment and Education Coordinator, Support and Services at Home Coordinators
 - i. ECC (Employment and Education Coordinator), Matt Attesi is the new EEC Coordinator. Matt is in the process of training for the position and will be on sites in August.
 - ii. SASH expanding to Bellows Falls, this will be a half panel employed by BHP. The hiring process has begun for two coordinators as the program shifts positions.
 - iii. SASH Flash reviewed and appreciated.
 - iv. SASH For All pilot program in development stage, begins on September 1, 2022
 - v. Red Clover Commons Behavioral Expectations created by residents reviewed
 - c. Section 8 and Grant Administrator report reviewed:
 - i. Section 8 and Grants manager is on an unexpected leave of absence. BHP staff has been filling in during this absence.
 - ii. Other Vermont Housing Authorities are advising staff during this absence.
 - iii. Inspections continue for Section 8 Voucher holders.
8. Financial Review:
 - a. June 2022 comparable reviewed.
 - b. New board members will be added to become signers after the bank merge.
 - c. Check signing assignments: August Harrison, September Underwood, October Stroud

9. Board Business:

- a. Draft Camera Surveillance Policy reviewed, no questions or comments. Board requested legal review. This policy will be voted on during the September 2022 meeting.
- b. Draft Grievance and Appeals for Applicants policy reviewed, no questions or comments. This policy will be voted on during the September meeting.
- c. Draft Grievance and Appeals for Residents/ Participants policy reviewed, no questions or comments. This policy will be voted on during the September meeting.

10. Projects in progress:

- a. Melrose Terrace flood mitigation:
 - i. Engineer reports: June 21, 2022, July 12, 2022, July 19, 2022 reviewed

11. Commissioner Stroud motioned to adjourn, Commissioner Stookey seconded the motion approved by a vote of 4-0

Christine Hazzard, Secretary, August 2, 2022