



Low income housing- supporting independence, creating opportunities

MINUTES

Brattleboro Housing Partnerships
Monday, March 27, 2023 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, March 27, 2023, 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 224 Melrose Street.

Join Zoom Meeting

<https://us02web.zoom.us/j/84876082452?pwd=WHhmeTJ6MVpJcjRYWXd4TnY0ZTIzUT09>

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 4:31 pm by Chair Elizabeth Harrison, also present, Vice Chair Elisha Underwood, Commissioner Patricia Green, Commissioner Gary Stroud, Commissioner Michelle Wright, James Griffin, BHP Accountant and Christine Hazzard, Executive Director attended.
BCTV representative attended and recorded the meeting.
2. **Reviewed minutes from the February 27, 2023 meeting. Commissioner Stroud moved to accept, seconded by Vice Chair Underwood, Approved 5-0**
3. Resident and Community Participation: No comments.
4. Staff Reports Review:
 - a. Executive Directors Report: There were no questions or comments.
 - b. Property Management Report:
 - i. There are 27 households with serious rent balances.
 - ii. Four households have paid in full.
 - iii. 5 Households have been sent to legal.
 - iv. The remaining are working with staff to pay the balance or apply for resources in the community.

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

- c. Resident Wellness and Services Report
 - i. Service newsletters reviewed:
 - 1. A tremendous amount of thought and time goes into the newsletters for the various programs.
 - 2. The board really liked the financial literacy worksheet given to residents.
 - 3. The Fire Department is visiting properties to discuss emergency plan, information from the meeting at the Samuel Elliot Apartments was reviewed.
 - d. Section 8 program:
 - i. The Section 8 Administrator is returning to the program gradually.
 - ii. The report shared identified current HCV usage

5. Financial Review:

- a. February 2022 comparable, reviewed
- b. February 2023 check listing: reviewed
- c. Check signing assignments: April Commissioner Stroud, May Commissioner Green, June Chair Harrison

6. Board business:

- a. Draft policy reviewed: Grievance and Appeals for Applicants
 - i. The policy was reviewed, the changes include eliminating the administrative review and instead replace with an informal hearing, then a formal hearing if requested.
 - ii. **Motion: Commissioner Green motioned to accept the Grievance and Appeals for Applicants Policy, Commissioner Stroud seconded the motion. Approved 5-0**
- b. Draft policy reviewed: Grievance and Appeals for Residents/ Participants
 - i. The policy was reviewed, the changes include eliminating the administrative review and instead replace with an informal hearing, the next step is a court hearing.
 - ii. **Motion: Commissioner Stroud motioned to accept the Grievance and Appeals for Residents Policy, Commissioner Green seconded the motion. Approved 5-0**

7. 2023-2024 Fiscal Budget review

- a. Board reviewed of proposed draft budget for 4/1/2023-3/31/2024, James Griffin BHP Accountant, and E.D. Hazzard reviewed the proposed budget.
- b. Health insurance premium increases, grant programs which are not fully reimbursed as well as mid-year salary adjustments have impacted the budget which cause a 0% increase to salaries this year.
- c. **Motion: Commissioner Wright motioned to accept the budget, Pat seconded the motion. Approved 4-0. Commissioner Stroud was absent for the vote. When he returned he had no objections to the motion.**

8. **Motion: Commissioner Green motioned to enter into Executive Session to discuss a personnel issue, Vice Chair Underwood Seconded the motion. Approved 4-0**

9. **Motion: Commissioner Stroud motioned to leave Executive Session, Commissioner Wright seconded the motion. Approved 5-0**

10. BHOI:

- a. Recruiting for members with strong fundraising experience
- b. New logo was created and approved by the BHOI board.
- c. Playground preparations are underway.

11. **Commissioner Stroud motioned to adjourn, Commissioner Wright seconded the motion approved by a vote of 5-0**

Christine Hazzard, Secretary, March 27, 2023