

MINUTES

**ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING
Tuesday, January 24, 2017 at 1:00 P.M.
200 South Pearl Street
Board Room**

1. Roll Call

Present

Absent

Michael Whalen

Father James Lefebvre

Kelly Kimbrough

Linda Mallory Mitchell

Mark Bobb-Semple

Melvena Jenkins

Mary Ann Hines

The meeting was called to order at 2:33

6 commissioners were present, constituting a quorum

Staff: Steven T. Longo, Executive Director; Chiquita D'Arbeau, Deputy Director;
and Andréa West, Confidential Personnel Administrator

Others: Marc Gronich, Vice Chair (Board of Directors) and Keith Irish,
cameraman from Channel Albany

2. Community Forum: None – Channel Albany videotaped the meeting

3. Reading and approval of the minutes of the previous meeting held December 8, 2015

Motion to Approve the December 13, 2016 Minutes

By: Mr. Bobb-Semple

Second by Father Lefebvre

All in Favor

The Minutes were approved as presented

4. Action Calendar

01-17-01 Election of Chair and Vice Chair

Steven T. Longo, Executive Director, acting as Temporary Chair, opened the meeting and requested nominations for Chair. Commissioner Lefebvre nominated Michael Whalen to serve as Chair and Commissioner Kimbrough seconded. There being no other nominations, the nominations were declared closed. All voted in favor and Michael Whalen was declared Chair.

Mr. Whalen, as Chair, requested nominations for Vice-Chair. Commissioner Bobb-Semple nominated Kelly Kimbrough to serve as Vice-Chair and Commissioner Whalen seconded. There being no other nominations, the Chair declared the nominations closed. All voted in favor and Kelly Kimbrough was declared Vice-Chair.

01-17-02 Renewal of Steven T. Longo as contracting officer of the Albany Housing Authority for 2017.

Motion to approve by: Commissioner Kimbrough
Second by Commissioner Bobb-Semple
All in Favor
The Chair declared the Resolution passed

The following resolution was introduced by Father Lefebvre, read in full and considered. Mr. Longo provided background and explanation

01-17-03 Approval for Albany Housing Authority Procurement Policy incorporating the new procurement standards of 2 CFR 200.317 – 200.326.

Highlights of the changes:

- New Numbering System
- *Section 2.1* increases Board Resolutions requirements to \$50,000 for both materials, equipment, supplies and services (up from \$25,000) and construction.
- References to the new CFR 2 CFR 200.317 thru 200.326 have been added.
- *Section 5.2.3*: Micro Purchase threshold has been increased from \$2,000 to \$3,000.
- *Section 5.10* new “Piggy Backing” language has been added

Motion to approve by: Commissioner Kimbrough
Second by Father Lefebvre
All in Favor
The Chair declared the Resolution passed

5. Reports of Committees: There were no committee reports. Commissioner Bobb-Semple asked that each committee meet before the next meeting of the full board. All agreed this would be appropriate and the Chair directed the Executive Director to have staff schedule a meeting of each committee.
6. Unfinished Business: None
7. New Business: None
8. Report of the Executive Secretary
 - A. Monthly Management Report

Mr. Longo reported on the following:

 - NYS will announce in May the winners for Ida Phase 2
 - Ida (high rise) received a new lobby upgrade
 - Westview received a patio upgrade
 - We are doing a refinancing of debt for Capitol Woods; 90,000 of additional funds
 - We are installing new entry doors at Robert Whalen and Corning homes
 - We have started upgrading the Steamboat Kitchens
 - We have an agency-wide plan to go paperless this year
 - We are in the process of investigating closing the waiting list and phasing out flat rents subject to a public hearing

- We are in the process of decommissioning Lincoln Square
- The South End will soon have a new Teen Center
- We are in the process of completing the Annual Plan.

B. Monthly Financial Report

Ms. D'Arbeau reviewed the financial report graphs and responded to questions from the Commissioners

C. Personnel Report

Nothing to report

D. Items for Advise ment and Discussion

- Bank Balance as of 1/17/2017

9. Adjournment – The Chair determined there was no further business to be discussed. Commissioner Bobb-Semple moved to adjourn; Commissioner Hines seconded; all approved and the meeting was declared adjourned at 2:55 p.m.

NEXT MEETING:

Tuesday, February 14, 2017 @ 3:00 p.m.
200 South Pearl Street, Albany, New York 12202