

**ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES
TUESDAY, DECEMBER 12TH, 2023, at 3:00 P.M.**

Meet called to order at 3:04pm by Chairman Whalen

1.	Roll Call	<u>Present</u>	<u>Absent</u>
	• Michael Whalen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Kelly Kimbrough	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Mark Bobb-Semple (Virtual)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Pastor David Traynham	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Linda Mallory Mitchell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Melvenia Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	• Rosetta Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Staff: Chiquita D’Arbeau, Brian Kremer, Cheyanne Spoto, Erik Ross, and Marjorie Gaylo

2. Community Forum – No Speakers

3. Approval of the minutes

A. November 14th, 2023, Meeting Minutes

Commissioner Traynham made a motion to approve; Commissioner Kimbrough seconded. All present Commissioners voted in favor.

4. Action Items

A. 12-23-19-A resolution ratifying the terms of a Memorandum of Agreement between Albany Housing Authority and the Civil Service Association (CSEA)

Executive Secretary D’Arbeau briefly reiterated the upcoming dental insurance change to Delta Dental.

Executive Secretary D’Arbeau discussed the On-Call \$50 increase from \$75 to \$125. Executive Secretary D’Arbeau addressed the three titles in bargaining unit that do not have target grades. Upon meeting certain criteria, target grades would be permissible. Every year a pay increase has had to be fulfilled beyond the established agreement for Maintenance Aide positions to be made whole while maintaining their scheduled salary. As minimum wage increases all salaries for maintenance aide positions have had to be increased. Secretary D’Arbeau

suggested having all Maintenance Aides added to the schedule and classified as Grade 1 to remain above the minimum wage and be able to follow the Grade 1 schedule. Commissioner Traynham asked for clarification on criteria and verbiage included in the contract. Executive Secretary D'Arbeau clarified the current contract and overall process that has been incorporated in the language.

Commissioner Scott made a motion to approve; Commissioner Kimbrough seconded. All present Commissioners voted in favor.

Executive Secretary D'Arbeau requested to add a motion to approve additional changes from no grade to grade 1 classification for Maintenance Aides. Chairman Whalen sought the advisement of General Counsel Kremer, who confirmed that change can be implemented and advised to obtain approval from CSEA to make them aware of intent.

All present Commissioners voted in favor.

5. Committee Reports

Commissioner Bobb-Semple discussed Giffen Memorial Elementary School having a new Principal appointed in January 2024. Meeting pending concerning safety issues that impact children in the community. Program staff are currently involved and looking into what can be done to assist.

Executive Secretary D'Arbeau shared November events included in Program Update.

Commissioner Traynham requested an update on the fire incident at Creighton Storey Homes. Executive Secretary D'Arbeau shared that it occurred on Thursday – November 30th. Most of the families were able to come back by the following Wednesday – December 6th. By that Monday – December 4th, 3 families that were displaced (2 units were destroyed more by water than fire) were relocated right within same development and the other family was relocated in another development on Pearl Street. There were some delays due to the personal property of two families being destroyed and them not having renter's insurance. Organizations met with them over the weekend at the hotel to discuss additional assistance. No injuries reported. All pets were accounted for. Only one resident was unable to return to their unit due to the pillars being unstable. Utilities have also been restored.

Executive Secretary D'Arbeau provided a briefing on the Weatherization Grant. Roofs of Creighton Storey Homes were scheduled to be replaced prior to the fire incident. New roofs to be installed by Spring 2024. Commissioner Traynham inquired on having all damages covered by insurance provider of individual responsible for incident. Executive Secretary D'Arbeau discussed the challenges and conditional property insurance renewal in place prior to fire incident.

Commissioner Kimbrough provided Annual Capital Woods Christmas Party update. The event is taking place on December 16th from 12pm – 5pm. Capital Woods staff coordinating. Executive Secretary D’Arbeau requested pictures due to her not being able to attend.

General Counsel Kremer requested to add a motion to increase by 3% the annual salary of Albany Housing Authority employees not represented by collective bargaining representatives other than the Executive Director. The increase is to take place during the fiscal years of 2023 and 2024.

Commissioner Traynham made a motion to approve; Commissioner Mallory-Mitchell seconded. All present Commissioners voted in favor.

6. Report of Executive Secretary

Executive Secretary D’Arbeau provided an update on the Tenant Commissioner Elections. One tenant responded and one is a holdover. Commissioner Scott confirmed to continue serving as a Tenant Commissioner.

Executive Secretary D’Arbeau provided an overview of Steamboat Square Revitalization Phase 2. Phase 1 – Families expected to move back in January/February of 2024. Steamboat 2 – Submitted to HCR and expecting response by January/February 2025. Upon approval, the target date for construction is early 2025. Anticipated and estimated insurance premium to cover the 3 towers and townhomes is \$405,000. Executive Secretary D’Arbeau provided an overview of insurance premium coverage.

Executive Secretary D’Arbeau provided an update on the Capital Woods insurance renewal update and loan. Executive Secretary D’Arbeau discussed alternative to pay off loan that has resulted in a balloon payment due on March 1st for \$1.5 million dollars.

Commissioner Traynham inquired on the cash balance noted in the financial statement and requested clarity on any differentiations captured between pre-Covid and as of last year. Executive Secretary D’Arbeau agreed to provide a thorough report noting requested differentiations for review.

Executive Secretary D’Arbeau discussed increasing trespassing challenges in high rises and measures taken to provide a resolution. Executive Secretary D’Arbeau addressed the need for residents to collaborate with the authorities and do their due diligence by reporting illegal activities and any trespassers. Commissioner Bobb-Semple suggested creating a safety task force to address the crime and violence in the community. Executive Secretary D’Arbeau discussed initiatives being taken by Mayor Kathy Sheehan, Albany Police Department, and Albany Housing Authority to target the challenges and implement the solutions. Executive Secretary D’Arbeau agreed to keep Commissioner Bobb-Semple posted.

- A. Monthly Financial Report
- B. Operations Report
- C. Collections Report
- D. Personnel Report

7. Executive Session

Commissioner Kimbrough made a motion to approve; Commissioner Traynham seconded. All present Commissioners voted in favor.

8. Adjournment

Commissioner Traynham made a motion to approve; Commissioner Kimbrough seconded. All present Commissioners voted in favor. Meeting adjourned at 3:54pm.