



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, February 21, 2019, 12:00 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Wendy Hodgdon

Doreen Needham

Liane Westcott

Kathleen O'Brien

Judy Austin

Michelle Aiken, Executive Director/Secretary

Others in Attendance

11 members of the public

1. **Roll Call, Quorum.** Ms. Hodgdon called the meeting to order at 12:03 p.m. Roll call was taken; 5 commissioners were present. A quorum was established, and the meeting convened. **Motion carried.**
2. **Adopt Agenda.** Ms. Hodgdon advised that this meeting was just to discuss some changes to the Admissions and Continued Occupancy Policy (ACOP) but she did want to talk about some positive things that Ms. Aiken provided from a recent conference she attended. Ms. Hodgdon provided the board with some reference materials she printed off from Ms. Aikens training and encouraged the board to look them over. She also told the board about some ways that Housing Authorities get recognized for doing things for the community and things like the scholarship program we should look into more.
3. **New Business.** Ms. Hodgdon advised the board that they would go over the changes page by page and the board discussed the changes proposed by Ms. Aiken line by line. Ms. O'Brien had questions regarding changing some of the text from requiring it to be in writing to verbally discussions. Ms. Aiken and the Site Manager Ms. Dulong explained their current process and that they always leave a paper trail, whether it's a making a date and time note or sending a letter. Ms. O'Brien did not agree with section 13.7 where accepting cash was removed. Ms. Aiken advised that we stopped accepting cash about 2 years ago which was a recommendation from the Audit that we had and is something all Housing Authorities are doing. We are a small office and with only 1 employee who handles the rent it left us open for a big liability. Ms. Aiken advised that many times when she was the Site Manager she would be handling and carrying up to \$10,000 in cash, so she was happy to comply with this recommendation. Ms. Aiken also advised that more than $\frac{3}{4}$ of our residents are on direct deposit (ACH) of their rent. We accept Checks or Money orders if they do not choose to do the ACH. Ms. Hodgdon asked for a vote from the members and there was a 3-1 vote with Ms. O'Brien voting Nay. Vote passed to remove the wording of cash in the ACOP. The board then went through the remainder of the changes of the ACOP. Ms. Aiken advised the board that the ACOP and the Admin Policy, which is the Section 8 version of the policy, should be updated every 1 or 2 years and we could continually look at things that should be revised in the ACOP and then it would not be as much work.
4. **Adjournment** –Ms. O'Brien motioned to adjourn the meeting and seconded by Ms. Austin. The meeting was adjourned at 1:05 p.m.

Next meeting: March 25, 2019

Respectfully submitted, Michelle Aiken, Secretary