

**POUGHKEEPSIE HOUSING AUTHORITY**  
**Minutes of the December 11, 2024 Meeting**

**Present:** Shirley Adams, Chairman  
Vincent Brugger, Vice-Chairman  
Jacquetta Brown, Secretary  
Felicia Watson, Treasurer  
Robin Johnson, Member  
Terriciana Brown, Member

**Absent:** Thomas O'Neill, Assistant Secretary-Treasurer

**Also Present:** Sandra Boothe, Executive Director  
Thomas Shanley, Accountant  
Joanna Longcore, Attorney

The Meeting of the Poughkeepsie Housing Authority was held on December 11, 2024, at 5:15 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

**Public Hearing FY25 Agency Plan:** Chairman Adams opened the floor for public participation. There was no public participation. Commissioner Watson said that she did have some questions. Chairman Adams replied that as the resolution was on the agenda, it could be discussed then if that was okay with her. Commissioner Watson said that was fine.

## MINUTES

**November 21, 2024/Regular Meeting:** Vice-Chairman Brugger made a motion to put the minutes on the floor. Commissioner J. Brown seconded. Motion passed unanimously. Vice-Chairman Brugger made a motion to accept the minutes. Commissioner J. Brown seconded. Motion passed unanimously.

## TENANT AND PUBLIC PARTICIPATION

None.

## RESOLUTIONS

**Resolution 2024-13 Salary Adjustment for Management:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion passed. Ms. Longcore presented the resolution for the management increases that would be the same as the union increases. Commissioner Watson asked who these employees were. She said that typically raises and increases are in congruence with evaluations, and without evaluations, they do not get them. Ms. Longcore said that yes there are raises that are performance based, that are evaluative. But then there is also just

inflationary raises. Commissioner Watson replied that she didn't know if she should just openly say this or is this an executive session remark, but there's been great malfeasance specific to a lot of these processes, and she knows for her, she wants to vote with a clear conscience. She wants to be proactive not reactive. So if we are talking about performance based versus cola, then do we give an additional raise based on performance. Vice-Chairman Brugger said that he does not believe so that we have just followed the cola increase of the union. Mr. Shanley said that it is in the management contract that management gets the same cola increase. Commissioner Watson asked to have the policy sent to her. She said that were she had worked, raises were only given on performance. Chairman Adams said that it is somewhat tied to civil service. Vice-Chairman Brugger made a motion to approve the resolution. Commissioner J. Brown seconded. Motion passed unanimously.

*At 5:31 pm, Commissioner T. Brown asked to go into Executive Session for legal counsel. Commissioner Watson seconded the motion. Motion carried.*

*The meeting resumed at 6:12 pm.*

**Resolution 2024-14 Management Health Insurance:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion carried. Mr. Shanley presented the resolution for management health care. There is a 6% increase with an IRS contribution increase to \$4,150 for the Executive Director and \$3,150 for the Accountant put into an HAS. Commissioner Watson asked if this can be taken with the employee. Mr. Shanley replied yes, but it's only for health care costs. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner Watson seconded. Motion carried.

**Resolution 2024-15 Five Year Agency Plan:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Watson seconded. Chairman Adams asked if the last time we did this is when Ms. Boothe was just coming in as Director. Ms. Boothe replied yes. Ms. Boothe stated that this is the five-year agency plan with the goals and objectives for the Housing Authority for the next five years. We had a RAB meeting, which a Resident Advisory Board meeting. There were three tenants that did show up at the meeting and basically, most of the discussion was around Neighborhood Choice. We had one candidate from Martin Luther King, so we had an in-depth discussion about that and an explanation of what it is. We had one person from Martin Luther King Jr., one from Swartz, and one from Hudson Gardens.

Commissioner Watson asked what this was. Ms. Boothe explained that the Resident Advisory Board is made of eight individuals. Seven are from public housing, and one is from Section 8. Commissioner Watson asked how we communicated this to them. Commissioner J. Brown and Commissioner R. Johnson said that they could not come but did not make Ms. Boothe aware. Ms. Boothe said that we canvassed the other residents that would be interested. We sent out letters and made phone calls to tenants that we think would be interested. We canvassed our Section 8 tenants because we have to have at least one Section 8 person.

Chairman Adams said that she has been on these zoom meetings with people nationally and their work is more like a support group, but what they did was the other day was they took sort of a test to say how well you're doing as a chairperson, and she realized that she has been remiss. She graded myself really a true grade and she was not pleased with it. So that's one of my New Year's resolutions to tighten up my ranking and rating as a chairperson.

So one of the things that she thought going through this five-year plan and is one of the things we should have done five years ago is to give Ms. Boothe goals. We did not do that, but one of the things that this plan does is actually helpful because it ties us to goals that moves forward and goals that have been measured previously, so we can use this as a jumping off piece for an evaluation, which would be fair rather than trying to make something up retroactively.

Commissioner Waston said that she was going to speak with other individuals that we have in the field, and she did have the opportunity. One of the things he said is the Public Housing Assessment System and the SEMAP scores.

Chairman Adams asked when this is due. Ms. Boothe replied that it had to be submitted on January 17.

Chairman Adams said that on Page 6 of the 8, it talks about the domestic violence prevention. She said that the Grace Smith House is fine, but My Sister's place does not have a nearby location. She said we should change that to Family Services as they are local.

Vice-Chairman Brugger asked about the tenant's response to the Choice Neighborhood. Ms. Boothe replied that she was enthusiastic about it. He then asked about tenant based versus project based. He felt that with tenant based, they could just leave with our vouchers. Ms. Boothe explained that with tenant based, the voucher stays with the unit, with project based it stays with the unit. Ms. Boothe explained that tenants are more uncomfortable with project based as if they get a job opportunity, they will lose the voucher.

Chairman Adams noted that the demolition box was not checked and since we do not know what will happen with the redevelopment, it should be checked.

Commissioner Johnson asked if Ms. Boothe could explain this plan more. Ms. Boothe explained that every five years, the Housing Authority, in collaboration with the Resident Advisory Board sets a plan for what we're going to do for the next 5 years. The Choice Neighborhood is in there because we have partnered with the City of Poughkeepsie to do Choice. We have to put it in the plan as we probably are going to be doing in the next 5 years. RAD is in here also because although we do not have the MOU yet, there is definitely a plan in the next 5 years for the redevelopment of Hudson, so it has to be in the plan now.

After much discussion and comments by the Board, Ms. Boothe suggested having a special meeting on Monday so that the Board would have more time to read it over. She asked the Board to reach out to her prior to the meeting so she could incorporate any changes or recommendations. Vice-Chairman Brugger made a motion to table the resolution. Commissioner Watson seconded the motion.

## **COMMITTEE REPORTS**

**Building and Security:** Commissioner Johnson said that her neighbor was playing loud music. Commissioner J. Brown said that she would talk to the neighbor.

**Finance:** Mr. Shanley presented the financials for November. The net surplus for the month of November is \$62,48.04 and the net surplus for the year to date is \$183,788,75. We are leased at 108 of 117 for AMP 11 and 223 of 242 for AMP 22. Overall, we are 329 of 359 units leased.

In Section 8 for the month of November the net deficit is \$109,635.91 and for year to date, our net deficit is \$81,674.70. We are leased at 84 of 91 for HCV, 55 of 60 for VASH and 8 of 18 for Foster Youth to Independence vouchers.

**Personnel:** Commissioner Watson said she wanted to give a report on Jason. The person who assaulted him did not have any charges and she believed he has an order to stay 500 ft away, but not to quote her. He did not receive any charges. Ms. Longcore asked if the case was settled. Chairman Adams asked if she represented him. She said he was most likely represented by the district attorney. Ms. Boothe said she would have Jason reach out to Ms. Longcore.

Chairman Adams said that she was appointing Commissioner Watson as the Chairperson of the Personnel Committee.

**Tenant Relations:** No report

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Boothe said we are still finishing our audit. There was an issue with Eastman & Bixby that has finally been resolved. Ms. Longcore said that she looked at the contract and the indemnification provision that is in the contract does seem to survive the contract so we should not have any liability for those grounds like if something were to happen and we were to be sued.

Commissioner Watson wanted to mention that there was a visit from HUD yesterday and they were very impressed with Commissioners J. Brown and Johnson. The meeting was really good, and they were extremely happy with things.

## **CHAIRMAN'S REPORT**

No report

## **COUNSEL'S REPORT**

No report.

## **OLD BUSINESS**

Vice-Chairman Brugger asked if there was any update on the person from Swartz. Ms. Longcore said that Tuesday would be the next appearance, and she intends to request a trial date as he is not going to agree to leave on his own.

Commissioner Johnson asked about the lady who was at a prior meeting to have her mother transferred. Ms. Boothe replied that she has been sent the appropriate paperwork for reasonable accommodation.

## **NEW BUSINESS**

The meeting was adjourned at 7:09 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of January 29, 2025.

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Jaquetta Brown, Secretary