

**POUGHKEEPSIE HOUSING AUTHORITY**  
**Minutes of the February 12, 2025 Meeting**

**Present:** Shirley Adams, Chairman  
Vincent Brugger, Vice-Chairman  
Jacquetta Brown, Secretary  
Felicia Watson, Treasurer @ 5:22 pm  
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  
Jason Folscher, Maintenance Supervisor

The Meeting of the Poughkeepsie Housing Authority was held on February 12, 2025, at 5:19 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

**MINUTES**

**January 29, 2025/Regular Meeting:** Commissioner J. Brown made a motion to put the minutes on the floor. Vice-Chairman Brugger 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 2025-01 MOU with Beacon Communities:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion passed. This is the MOU that was voted on in December. This is to formalize that vote. Commissioner J. Brown made a motion to approve the resolution. Commissioner Watson seconded. Motion passed unanimously.

**Resolution 2025-02 Contract with Vince’s Auto Body Works for Towing:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion carried. Ms. Boothe presented the resolution to have Vince’s Auto Body Works tow for our sites. They are licensed in the City of Poughkeepsie. Vice-Chairman Brugger asked if they hold them on their own lot. Ms. Boothe replied that they do. Commissioner J. Brown asked about the fees. Ms. Boothe replied they must follow

city ordinances. Commissioner Watson asked about the million-dollar insurance requirement. Ms. Boothe replied that yes, we would get a copy of their insurance certificate before we sign the contract. Commissioner Watson asked about visitor parking and holidays or events. Ms. Boothe replied that we have visitors' parking and for big events, we contact the tow company and instruct them not to tow on the day of the event. We will be giving the residents ample notice and time to make sure they have their parking stickers. Mr. Folscher added that signs will be posted, and the tow company does give notice before towing. Commissioner J. Brown asked that when we send out the notices to the residents, she would like the ordinance included so the tenants are informed. Ms. Boothe confirmed that it would. Commissioner J. Brown made a motion to accept the resolution. Vice-Chairman Brugger seconded. Motion carried.

**Resolution 2025-03 Vacated Arrears Write-offs:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded. Motion passed unanimously. Ms. Boothe said that this is to write off the arrears of tenants who have moved out. It does not mean that we do not try to collect. We put the balance out on the HUD system so that the tenant will not be eligible for assistance if they still owe us. Vice-Chairman Brugger asked if many of these were due to COVID. Ms. Boothe replied that the majority of them are due to the COVID rent moratorium. Commissioner Johnson asked about some of the high balances. Ms. Boothe replied that some of those tenants did not pay rent from March 2020 till the time they moved out. Chairman Adams said that this why she had such difficulty with us managing a new property. She asked Mr. Shanley if we did not have HUD subsidy, how long we would last. He replied that we could not run on just the rents. Chairman Adams said this could not happen in the new RAD development as it could not sustain this type of loss. Vice-Chairman Brugger asked how we can stop these types of losses when the judges are reluctant to evict. Chairman Adams said that we need to have a stronger front-end piece. Ms. Longcore said that Hudson River Housing has the same issues. She said that this is still COVID effects. She feels that part of it will get better. Commissioner J. Brown made a motion to accept the resolution. Commissioner T. Brown seconded. Motion passed unanimously.

Vice-Chairman Brugger suggested a workshop to deal with the high amounts of vacated arrears. He felt that they could explore how to tighten the screening process without violating anyone's rights. Commissioner T. Brown said that Resident Councils would be helpful. Commissioner Watson said that we need to take accountability and put systems into place to get the necessary results.

## **COMMITTEE REPORTS**

**Building and Security:** Chairman Adams asked if everything was good with moving the tenants back in at MLK Jr. Mr. Folscher replied that everyone is back, and we are in the process of reimbursing for food loss. Chairman Adams thanked Mr. Folscher, Ms. Boothe, Ms. McKenna, Mr. Shanley, Commissioner T. Brown, and Commissioner Watson for pitching in and getting everything taken care of.

**Finance:** Mr. Shanley presented the financials for January. The net deficit for the month is \$81,003.10 and the net surplus for the year to date is \$183,573.02. We are leased at 110 of 117 for AMP 11 and 225 of 242 for AMP 22. Overall, we are 335 of 359 units leased.

In Section 8 for the month of December the net deficit is \$10,156.74 and for year to date, our net deficit is \$122,504.68. We are leased at 86 of 91 for HCV, 54 of 60 for VASH and 8 of 18 for Foster Youth to Independence vouchers.

Chairman Adams wanted to clarify her coffee comment. She said that was just frivolous. Her concern is that there is no line item for promotion or publicity. She said that the budget needs to be tweaked as we have had the same budget for years, and we need to add an additional line item. Commissioner Watson suggested a workshop to discuss this so that all the Commissioners understand.

Commissioner J. Brown asked if we could do a Zoom meeting for the work session. Ms. Longcore said that if we have the quorum, it must be public as there could be a vote. She said that the By-Laws would need to be amended for virtual meetings. Commissioner J. Brown asked if we put the Zoom link up for the public, could we have the meeting. Commissioner Watson said that a quorum must be in person, but she asked Ms. Longcore to verify this. Chairman Adams suggested we wait until after March to schedule the work sessions.

**Personnel:** Commissioner Watson said the Executive Director evaluation needs to be done. She is trying to get some samples. She also said that staff evaluations should be done. Commissioner Watson said that more now than ever that accountability factor is kicking in. Chairman Adams said that we have a lot to look at and should start working through it. She said that people will be entrusting us with millions of dollars. Commissioner Watson said that Mayor is looking at this. Vice-Chairman Brugger said that he wanted to bring up that we do have a policy about attendance. He has always come to meetings and gets a little disgusted spending a half hour of our meetings catching up people who are not here. He knows people have things going on but we need people to show up or give up their position considering everything we have going on.

Commissioner Watson asked about the total cost of the evacuation. Mr. Shanley replied that we don't have the final numbers yet.

**Tenant Relations:** No report

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Boothe replied that we are still working on the laundry contract.

## **CHAIRMAN'S REPORT**

No report

## **COUNSEL'S REPORT**

No report. Vice-Chairman Brugger asked about the eviction at Swartz. Ms. Boothe said that he will be tacking the notice tomorrow.

## **OLD BUSINESS**

Commissioner Watson said that we need to amend the minutes. The minutes state that the Chairman said that she was not informed but she was informed by Commissioner Watson. It should be clarified that she was not informed by staff but was informed by Commissioner Watson. Commissioner Watson also said that Mr. Shanley said the administration, which is amorphous and should be clarified to mean the government. It was suggested that government be put in parentheses to clarify. She also said that she was going to talk to the Board about the conference but wasn't sure if it was caught on tape.

Commissioner Watson discussed the conference. There was a Housing Committee meeting as well as a small housing authority committee meeting. They encourage executive directors or their designee to join the committees. The committees are the Small Housing Authority Committee, the Development Committee, the Professional Development Committee, the Housing Committee, the Legislative Committee, the Scholarship Committee and our students missed out on some scholarships. She said that some topics that were covered are as follows; Compliance and implementation of BABA, which is Build America Buy America was a topic. There were extensive conversations about contractors and compliance and guidance with new rules to strategically move forward infrastructure projects. Housing opportunity through modernization at HOTMA. The housing opportunity through Modernization Act and its effect on HUD, multifamily, public housing and voucher rental assistance programs. They mentioned that the upcoming changes are the most significant and comprehensive set of changes made in the last 10 years and that they will have a direct impact on multiple facets of property operations and will require extensive training of frontline staff. Next point is the implementation of NSPIRE, the national standards for the public inspection of real estate, a method for conducting and processing inspections of HUD assistant housing developed by HUD real Estate Assessment Center. They discussed that as public housing authorities prepare for the rollout of NSPIRE and Housing Choice Voucher Programs. A great deal of planning and communication is required for staff, residents and landlords.

Commissioner J. Brown said that regarding the college scholarships, the PHA does send that out information about the scholarships in the rental notices. Her daughter received a scholarship years ago and another tenant from MLK Jr. also won one.

Commissioner Watson went on to discuss more of what was presented at the conference. They talk about voucher shortfalls. A hot topic was HUD recently issued notice 2425, which includes a provision that would require housing authorities to pay back interest. Executive Directors need to be talking to local state and federal legislators about how important programs are. They discussed actionable strategies to enhance meaningful employee engagement and to build a foundation for motivated highly performing teams.

They were discussing the roles and responsibilities that Commissioners as a part of public housing. They discussed state and federal laws, fiduciary responsibilities, hiring and supervising the Ed and working to improve public housing public image. There were updates on the latest financial developments, including reading budgets versus actual statements, interpreting the budget, variances and distinguishing between profit and cash, and understanding financial reports such as the balance sheet.

There was a session titled Leveraging Your Experience in your role as a commissioner. They discuss how to bring our experiences and successes into the private sector, to the public boardroom. This session focused on Commissioners who are new.

There was a session called Unlocking the Potential of RAD Asset Management and Operational Excellence Post Conversion. This workshop examined how RAD offers public housing a valuable opportunity for property recapitalization and repair, ultimately ensuring long term viability. There was an expert panel of CEOs and EDs who discussed operational differences, staffing challenges, software conversion, strategies for maximizing cash flow, and effectively managing new stakeholders. They discussed in detail how public housing authorities can successfully navigate RAD conversion. There is a person that she wants to bring us. His name is Gerald Cichon, and he's with the Housing Opportunity Management Enterprises in El Paso Housing Authority. They went from having \$800 dollars to over millions. Their complexes have smoothie shops and workout places.

Another powerful workshop was Creating Revenue through Real Estate. Creating revenue through real estate and highlighting how housing authorities of any size can benefit from creating unrestricted revenue through owning and renting real estate instead of letting investors who do not care about our communities, control most of the rental housing. Housing authorities can make a huge difference in their communities through owning and managing property.

## **NEW BUSINESS**

Chairman Adams said that she, Vice-Chairman Brugger, and Commissioner Watson along with staff will be having a virtual meeting with Beacon Communities on Friday.

The meeting was adjourned at 6:36 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of March 12, 2025.

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Jaquetta Brown, Secretary