**POUGHKEEPSIE HOUSING AUTHORITY**
**Minutes of August 12, 2026 Meeting**

**Present:** Shirley Adams, Chairman
Felicia Watson, Vice-Chairman
Jacquetta Brown, Secretary
Robin Johnson, Treasurer
Terriciena Brown, Member
Thomas O'Neill, Member

**Also Present:** Sandra Boothe, Executive Director
Joanna Longcore, Attorney
Michelle Iaccino, Principal Account Clerk
Mayor Yvonne Flowers

The Meeting of the Poughkeepsie Housing Authority was held on August 12, 2026, at 5:18 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

## MINUTES

**July 8, 2026/Regular Meeting:** Vice-Chairman Watson made a motion to put the minutes on the floor. Commissioner J. Brown seconded the motion. Motion carried. Vice-Chairman Watson made a motion to accept the minutes. Commissioner J. Brown seconded the motion. Motion carried.

## TENANT AND PUBLIC PARTICIPATION

Chaiman Adams asked about the RAD tenant information meeting that was held on July 23rd. Commissioner J. Brown said that she attended the 12 pm session. She said that was basically an overview of what they wanted to do but the tenants had a some questions that Beacon did not have answers for, so she suggested that Beacon let them know at the second meeting that it is just an overview. Ms. Boothe said there were 16 tenants present at the first meeting. Commissioner Johnson also attended the 12 pm session. Ms. Longcore said that it seems like they have made a decision that they are going to do a complete demolition, which she did not think that they had told us yet. Commissioner J. Brown said that the question kept coming up is what would happen if they are moved out (for the demolition and rebuilding) and then do not want to move back. It was very clear that this would then be on the tenant. Commissioner Johnson said there is no clear decision on what the development would look like.

Vice-Chairman Watson said that she attended the evening session, and there were approximately 14 tenants present. Commissioner J. Brown said that she did tell the tenants there will be more informational meetings.

Mayor Flowers said that she came to meeting to congratulate Ms. Boothe on her retirement and to tell her that it has been a pleasure working with her, not just in her capacity as ED, but also in the work she has done here for a very long time.

She also wanted to extend her assistance to the Board in this transition. She said that the city is partners with Choice, and thanked Ms. Boothe for the work that she did to help strengthen that partnership. She said that when we embarked on this particular grant, they didn't know what that was going to look like because the city has never really partnered with the Housing Authority on anything like that before. Just knowing that they have these initiatives that they're working on together to keep affordability in our city means a lot. It is why she wanted to thank Ms. Boothe for braiding that in the way that you did and helping us go forward with the choice grant because it took a lot of work, and they couldn't have done it without the housing authority.

She stated that she is aware there is a vacancy on the board. She said that she will have to appoint another person and of course there are people coming forward and expressing an interest to serve on this board. But because of the initiatives that the housing board is embarking on and in the transition and things that are happening, she asked the board if they could think of anyone that will be in line of what you are trying to do here within your vision of how you want the board to move, to please let her know. She that the Choice initiative is going to be a big undertaking.

Laurie Sandow, a city of Poughkeepsie resident, and Pamela Gadsden, a PHA resident, were also in attendance.

Commissioner T. Brown said that she went to the summer program by Charlia Frank at MLK. She said it is going very nice, and the children are working well. She said it would be nice if the Board could visit.

**RESOLUTIONS**

**Resolution 2026-10 Creation of Ad Hoc Public Relations Committee:** Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Motion carried. Vice-Chairman Watson said that the Poughkeepsie Housing Board is doing a lot of great things, and she thinks we are doing ourselves a great disservice. Our website is a little anemic, and we want to promote ourselves. We should celebrate our success and let people know what's going on. Commissioner T. Brown made a motion to accept the resolution. Commissioner J. Brown seconded. Motion carried.

**Resolution 2026-12 Setting Salary Range for Executive Director:** Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Motion carried. Chairman Adams said that we are putting out a job search for a replacement of the Executive Director, and we need to settle on a salary range.

Chairman Adams introduced Michelle Iaccino, who is currently filling in for the Accountant, and said that she was here to answer any financial questions the Board may have.

Vice-Chairman Watson asked if the HUD grant and capital fund variances are simply timing differences in draws or reimbursements or is any portion of that projected revenue actually at risk. Ms. Iaccino replied that it was a timing difference. Vice-Chairman Watson asked that of the approximately $444,000 expenditure underrun, how much represents genuine savings versus time and vacancies, unpaid obligations, or work that has simply not yet occurred. Ms. Iaccino replied that she would have to look into it. Vice-Chair Watson said that she could email these to her. She then asked why workers' compensation has already exceeded the full year budget and do we need to revise that projection. Ms. Iaccino said that she had not prepared the budget, so she did not know what total was in there. The next question was to explain the negative collection loss entry of approximately $45,637, and its effect on the reported operating surplus. Ms. Iaccino replied that the collection loss is repayment agreements that have not been repaid. Vice Chair Watson said for Section 8, the revenues are ahead of budget, but expenses are running ahead even faster. Does she expect that expense pattern to continue and does the $76,149 projected annual surplus remain realistic. Ms. Iaccino replied that the expenses will continue the way that they have for the beginning of the year because the expenses for Section 8 are basically just reimbursements to our operating fund for anything that, percentagewise, is part of Section 8, so the expenses would stay the same throughout the rest of the year. Vice Chair Watson asked what is driving the higher than projected HAP port out expense. She asked if we are seeing a structural increase in portability cost severely or timing issue. Ms. Iaccino said that she would have to look into this. Vice Chair Watson asked for our unrestricted cash and reserve balances. Ms. Iaccino said that she did not have them as of today, but she has them as of the end of July. There is roughly $250,000- $260,000 in reserves. Vice Chair said that public housing is budgeted to produce only about $1,810 annual surplus and what happens if HUD revenue is delayed, utilities increase, or an unexpected expense occurs. Ms. Iaccino replied that we would have to cut back on something or we would have a deficit. Vice Chair Watson asked if that would come to the Board. Chair Adams said that only if it was staff related. Vice Chair asked if there are approximately $98,000 HUD grant shortfalls, $118,000 capital fund variance timing issues, and when will the cash actually be received. Ms. Iaccino said that we have received it this week as opposed to July of last year.

Vice Chair asked that given Ms. Boothe's departure in the current leadership transition, who will be responsible for monthly budget and monitoring, cash flow forecast, and advance report. Chair Adams said that Ms. Iaccino would be responsible.

Chair Adams said that the salary range that was recommended was $125,000 to $150,000. Vice Chair Watson said that legal looked into, and we must post a salary range. Vice Chair Watson made a motion to accept the resolution. Commissioner J. Brown seconded the motion. Motion carried.

Ms. Longcore said that she prepared a few resolutions. She said that she thinks it is important that there be someone named as an acting executive director from existing staff that can at least just take over the account so that we will have access to the accounts. Chair Adams asked if she had had a chance to talk to staff or did she put a name in. Ms. Longcore said she did not. Chair Adams said that in terms of finance it would be Ms. Iaccino. Ms. Longcore said that the duties and responsibilities of the acting executive director would be limited to those duties that are necessary to ensure immediate administrative continuity and that the acting executive director shall be authorized to access all HUD systems for which such access is necessary to ensure immediate administrative continuity. Her concern was that there was no lapse. Chair Adams said that Ms. Iaccino is the person authorized to draw down money. We made need a second person for administration and operations. Ms. Longcore said that she wanted to be clear that she is making a distinction between an acting executive director and an interim executive director, which will just be short term. She is making a distinction between the term executive director because that implies a whole different thing than director of finance and the person who is responsible for drawing down money. Her understanding is that someone needs to be named acting interim executive director. Chair Adams said that the acting executive director is not necessarily the person whose name will be on the eLOCC system for draw downs. She said that they do not need to be the same person. Commissioner T. Brown said that they are not and can't be. Chair Adams said that the duties for the eLOCC finance piece would be for the finance person.

Ms. Boothe said that to draw down money, her and the former accountant, were able to draw down funds. She said that there should be two people. Vice Chair asked if say, Ms. McKenna would be the lead, would Ms. Iaccino still be the one drawing down the funds. Ms. Longcore said that she will prepare a resolution for Ms. Iaccino to act as accountant. Commissioner Brown asked if it was going to be Ms. Iaccino as accountant and Ms. McKenna as acting interim executive director. Vice Chair Watson said that Ms. McKenna should be asked if she is willing to do this. Ms. McKenna said that she of course wants to help the authority succeed and move forward. She wanted to how long she would be in this position as she does not have anyone else in her department to back her up. Ms. Longcore replied that there is a deadline in the resolution of August 31, 2026, or until a contract with an interim director is executed. Ms. Mckenna stated that she wanted to make sure her regular job is going to be safe, and that if she should make an error because she has not had training for this position, it will not be held against her in her regular position. Commissioner J. Brown asked if some of her work is going to be delegated between staff that's already in the office, so that she does not feel so much pressure. Ms. McKenna replied that if is really only two weeks, it is doable, but life happens and two weeks turns into a month. She said that it should be fine for two weeks, but if it keeps going, things will get lost, and she does not want that to happen.

Vice Chair Watson said that she is pushing but was waiting for the salary range. Commissioner T. Brown said that she does not feel that two weeks is enough, and she wants to make sure Ms. McKenna gets paid.

Ms. Longcore said that is her understanding that the Dyson Foundation has a bank of resumes, and these are people who are currently ready to and have experience serving. They just serve as interim executive directors for nonprofits so this should be a very, very quick process. The idea was we to have someone to cover during the process of hiring an executive director. That person would be hired exclusively as an interim executive director. We would pay them a per diem that we will negotiate and then that person will serve while we are advertising and doing the nationwide search for a permanent executive director. She said she has prepared a resolution to effectively to make sure that it is legal for us to use the Dyson Foundation and to not actually advertise for the services of an interim. She said that we would need to say that this is an emergency, that we need to get an interim director and that the procurement process, which would take at least 45 days to advertise and review resumes for an interim, would threaten the health and safety of the tenants. Vice Chair Watson added that Dyson is not charging us for this. Ms. Longcore said that she wasn't sure as to whether we should include a salary range for the interim position. As we are not publicly posting it, we should not have to include it.

**Resolution 2026-13 Declaration of Emergency and Authorization for Procurement of Services of Interim Executive Director:** Commissioner J. Brown made a motion to put the resolution on the floor. Commissioner Johnson seconded the motion. Motion carried. Commissioner T. Brown made a motion to accept the resolution. Commissioner J. Brown seconded the motion. Motion carried.

**Resolution 2026-14 Accepting Executive Director Resignation and Appointing Acting Executive Director:** Commissioner T. Brown made a motion to put the resolution on the table. Vice Chair seconded the motion. Motion carried. This resolution is to appoint Stacy McKenna as acting Executive Director. Commissioner T. Brown made a motion to accept the resolution. Vice-Chair Watson seconded the motion. Motion carried. Chair Adams said that we should amend the resolution to change the end date of resolution. It was decided to amend the date from August 31, 2026 to September 15, 2026. Vice Chair Watson made a motion to amend resolution 2026-14 to extend the date to September 15, 2026. Commissioner T. Brown seconded the motion. Motion carried. Vice Chair Watson asked about the stipend. Ms. Longcore said that it was stated in the resolution to be set at a later date.

Ms. Longcore asked if the Board wants to include a per diem or salary rate in the job posting that we send to the Dyson Foundation in case this goes public. Vice Chair Watson said that she will put this in the posting to not be put out publicly.

**COMMITTEE REPORTS**

**Building and Security:** No report.

**Finance:** No report.

**Personnel**: No report.

**Tenant Relations:** No report.

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Boothe said that we currently have eight vacancies with a 98% vacancy rate. In Section 8, we have 161 vouchers leased. Due to possibly shortfall funding, and because rents have increase significantly, we have to fill out an application. She is working with Ms. Iaccino to get that to HUD. She said that we want to close our Section 8 waiting list effective August 31. She said that we are only permitted at this point to issue VASH vouchers, which is for the veterans, and foster youth to independence vouchers. If any of our tenant-based vouchers become vacant, we are not allowed to issue them until HUD gives us the okay.

Ms. Boothe said that the tenant elections are scheduled for September 19. Ms. McKenna will be handling the elections.

Vice Chair Watson said that she wanted to know what was coming up that was important and time sensitive. Ms. Boothe said that she has made a list; scheduling the audit, eLOCC access, RFP for Agency Plan and completing the agency plan must be completed before the end of the year, tenant elections, and Beacon Communities would like to start the RAD application process so we are on the list for funding. We will also need to set the fair market rents. They usually come out in September or October. That information is needed to set the fair market grants, to set the payment standards for the Section 8 program, and to set the flat rents for the public housing program. She recommends, because of the HUD funding shortfall in the Section 8 program, to set them going forward at either 90% of the fair market rent or 100%. She said to look at the numbers, what 90% is going to be and what 100% is going to be, and look at it fiscally for the housing authority and set the numbers at either one of those. The insurance RFP should be published soon so that we can start the process early and have time to review it and have somebody in place to be approved at the March board meeting.

She said that she is a member of the core team for Choice Neighborhood and is co-chair of the housing task force so someone would need to be appointed. Vice Chair Watson said that since we have board members on the core team and steering team, we could wait till we have another executive director in place.

The pre-REAC inspections are scheduled from 10/19 through 10/23. Jason and Mike are the contact people for this.

Vice Chair Watson asked if Ms. Boothe could walk through this with Ms. McKenna before she leaves. Ms. Boothe said that she would.

**CHAIRMAN'S REPORT**

No report.

**COUNSEL'S REPORT**

Ms. Longcore said that court has started the e-filing through the NYCEF program. There will probably be a lapse before we can start filing again.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

At 6:41 pm, the meeting adjourned.

I hereby certify that the minutes are true
and correct and approved at the
Meeting of September 9, 2026.

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Jaquetta Brown, Secretary