

**MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF
FROSTBURG HELD ON TUESDAY, FEBRUARY 16, 2021**

THE REGULAR MEETING OF FROSTBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS WAS HELD ON TUESDAY, FEBRUARY 16, 2021, AT 2PM.

THOSE PRESENT WERE: CHAIR KEVIN GROVE, VICE CHAIR JOE SAWEIKIS, COMMISSIONER MARLENE MASON, COMMISSIONER LESLEY FELTON, AND EXECUTIVE DIRECTOR ASHLEY RICHARDS.

CHAIR GROVE CALLED THE MEETING TO ORDER AT 2:03 P.M.

ASHLEY PRESENTED THE MINUTES FOR DECEMBER, 2020 FOR BOARD APPROVAL. COMMISSIONER MASON MADE A MOTION TO APPROVE THE MINUTES FOR DECEMBER, 2020. COMMISSIONER SAWEIKIS SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY PRESENTED THE CASH REPORT FOR DECEMBER, 2020. COMMISSIONER SAWEIKIS MADE A MOTION TO APPROVE THE DECEMBER, 2020 CASH REPORT. COMMISSIONER FELTON SECONDED. MOTION CARRIED UNANIMOUSLY.

ASHLEY PRESENTED THE OCCUPANCY REPORT AND ADVISED THE BOARD THE DEVELOPMENT IS CURRENTLY AT FULL OCCUPANCY BUT THERE IS POTENTIAL FOR UP TO 5 VACANCIES OVER THE NEXT FEW MONTHS. THE WAIT LIST HAS ALSO GROWN SINCE APPLICATIONS ARE NOW BEING ACCEPTED ON-LINE.

IN OLD BUSINESS, ASHLEY UPDATED THE BOARD ON THE CURRENT EMPLOYEE WORK SCHEDULES; MAINTENANCE RETURNED TO WORKING FULLTIME MONDAY THROUGH FRIDAY 8AM-4PM SCHEDULES EFFECTIVE FEBRUARY 1, 2021. ADMINISTRATIVE STAFF ARE RETURNING TO THE OFFICE AS WELL AND WILL WORK SOME TELEWORK AS THE OFFICE REMAINS CLOSED. ASHLEY WILL CONTINUE TO MONITOR THE CDC AND STATE GUIDELINES FOR REOPENING OF THE OFFICE. AT THIS TIME, IT REMAINS BY APPOINTMENT ONLY.

COMMISSIONER SAWEIKIS' REPORT ON THE PHADA COMMISSIONER'S CONFERENCE IN JANUARY, 2020 WAS POSTPONED UNTIL THE MARCH MEETING.

IN NEW BUSINESS, ASHLEY ADVISED THE BOARD THAT NEW SOFTWARE WILL BE PURCHASED. THIS HAS BEEN A TOPIC FOR QUITE SOMETIME. ASHLEY REPORTS RESEARCHING FIVE SOFTWARE PROGRAMS THAT ARE DESIGNED SPECIFICALLY FOR PUBLIC HOUSING MANAGEMENT AND HUD COMPLIANT. A DECISION HAS BEEN MADE TO PURCHASE SOFTWARE WITH PHA-WEB, A COMPANY RECOMMENDED BY THE FEE ACCOUNTANT, ROMAN KUBAS. THE SOFTWARE MEETS ALL THE AGENCY'S NEEDS. SCANNERS, PRINTERS AND TABLETS WILL NEED TO BE PURCHASED AS WELL. THE COST FITS WITHIN THE CURRENT ADMINISTRATIVE BUDGET. THE INITIAL SET-UP FEES WILL BE LESS THAN \$5,000. ANNUALLY THE COSTS WILL BE LESS THAN THE CURRENT SOFTWARE AGREEMENT WITH MRI/TENMAST.

ASHLEY ADVISED THE BOARD SHE WILL BE WORKING WITH NELROD ON AN UPDATE TO PERSONNEL POLICY, JOB DESCRIPTIONS AND THE AGENCY SALARY SCHEDULE. THE COST OF THE SERVICE WILL BE DEDUCTED FROM THE TECHNICAL ASSISTANCE HOURS ACCUMULATED MONTHLY THROUGH THE NELROD CONSORTIUM PARTNER MONTHLY EXPENSE. ASHLEY WILL KEEP THE BOARD APPRISED OF THE POLICY CHANGES AND BRING FORTH FOR REVIEW AND VOTE AS REQUIRED.

ASHLEY SHARED INFORMATION ON A CURRENT TENANT; APPRISING THE BOARD OF THE CURRENT COMPLAINTS IN THE EVENT A COMMISSIONER WOULD BE CONTACTED BY THE RESIDENT.

IN GOOD OF THE ORDER, ASHLEY ASKED THAT ALL COMMISSIONERS SIGN THE CARD FOR WAYNE THOMAS FOR THE AFTERNOON'S CELEBRATION OF WAYNE'S TWENTY YEARS OF EMPLOYMENT WITH THE AGENCY.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, COMMISSIONER MASON MADE A MOTION TO ADJOURN THE MEETING AT 2:24 P.M.

THE NEXT MEETING WILL BE HELD ON MONDAY, MARCH 15, 2021 AT 4:30 P.M. AT THE COMMUNITY BUILDING.

APPROVED BY

ATTESTED BY