POUGHKEEPSIE HOUSING AUTHORITY
Minutes of the May 10, 2023 Regular Meeting

Present:	Shirley Adams, Chairman Vincent Brugger, Vice-Chairman Jacquetta Brown, Secretary Joseph Krakower, Member Yvonne Flowers, Member
Also Present:	Sandra Boothe, Executive Director Joanna Longcore, Counsel
Absent:	Thomas O'Neill, Assistant Secretary-Treasurer Felicia Watson, Treasurer

The Regular Meeting of the Poughkeepsie Housing Authority was held on Wednesday, May 10, 2023 at 5:24 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

MINUTES

April 12, 2023/Regular Meeting: Vice-Chairman Brugger made a motion to put the minutes on the floor. Commissioner Brown seconded. Motion passed unanimously. Vice-Chairman Brugger made a motion to accept the minutes. Commissioner Brown seconded. Motion passed unanimously.

RESOLUTIONS

Resolution 2023-16 Petty Cash Policy: Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Brown seconded. Ms. Boothe presented the resolution for a new policy for petty cash. Commissioner Brown made a motion to accept the resolution. Vice-Chairman Brugger seconded. Motion passed unanimously.

Resolution 2023-17 Asset Disposition Policy: Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Brown seconded. Ms. Boothe presented the resolution for a new policy for asset disposition for the disposition of personal property when the assets become obsolete. Commissioner Brown made a motion to accept the resolution. Vice-Chairman Brugger seconded. Motion passed unanimously.

Resolution 2023-18 Cost Allocation Policy: Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Flowers seconded. Ms. Boothe presented the resolution for a new policy to maintain a cost allocation plan that meets OMB's requirements (2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Commissioner Brown made a motion to accept the resolution. Commissioner Flowers seconded. Motion passed unanimously.

Resolution 2023-19 Personally Identifiable Information (PII) Protection at Workstations Policy: Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner Brown seconded. Ms. Boothe presented the resolution for a new policy for to cover the responsibilities of personnel regarding the protection of information assets when unattended in the personal workspace. Commissioner Brown made a motion to accept the resolution. Vice-Chairman Brugger seconded. Motion passed unanimously.

COMMITTEE REPORTS

Building and Security: Commissioner Brown asked what is happening regarding the fire at Boulevard. Ms. Boothe said that she is still waiting for the formal report. Chairman Adams asked about the incident at Hudson this weekend. Ms. Boothe said that the police are still investigating and we are waiting the police report. Commissioner Flowers asked if we have had problems with the apartments involved. Ms. Boothe replied that we have not.

Finance: Ms. Boothe said that Mr. Shanley is in the process of closing out the year.

Personnel: No report.

Tenant Relations: No report.

EXECUTIVE DIRECTOR'S REPORT
Ms. Boothe said that the work order summary is in the packet.

CHAIRMAN'S REPORT
None

COUNSEL'S REPORT
None

OLD BUSINESS
Commissioner Brugger said that he looked at the website, and he likes it.

NEW BUSINESS
No report.

TENANT PARITICIPATION
Scott Johnson said that the PHA needs to improve on the recycling as the DEC is looking at this issue.

ADJOURNMENT
The meeting was adjourned at 6:03 p.m.

I hereby certify that the minutes a
true and correct and approved at the
Meeting of June 14, 2023.

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Jaquetta Brown, Secretary