POUGHKEEPSIE HOUSING AUTHORITY
Minutes of September 9, 2026 Meeting

Present: Shirley Adams, Chairman
Felicia Watson, Vice-Chairman
Jacquetta Brown, Secretary @ 5:27 pm
Robin Johnson, Treasurer
Terriciena Brown, Member
Thomas O'Neill, Member

Also Present: Michael Clarke, Interim Executive Director
Joanna Longcore, Attorney
Michelle Iaccino, Principal Account Clerk
Stacy McKenna, Administrative Secretary

The Meeting of the Poughkeepsie Housing Authority was held on October 14, 2026, at 5:16 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

MINUTES

September 9, 2026/Regular Meeting: Commissioner J. Brown made a motion to put the minutes on the floor. Vice-Chairman Watson seconded the motion. Motion carried. Vice-Chairman Watson made a motion to accept the minutes. Commissioner J. Brown seconded the motion. Motion carried.

September 9, 2026/Regular Meeting: Commissioner J. Brown made a motion to put the minutes on the floor. Vice-Chairman Watson 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

Kamal Johnson, who works for the Children's Cabinet, wanted to introduce himself to the Board. He is a former mayor of Hudson and worked with the housing authority when they went through their RAD process. Laurie Sandow, city resident, was also in attendance.

RESOLUTIONS

Resolution 2026-18 Setting the Flat Rent for Public Housing: Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner O'Neill seconded the motion. Motion carried. Ms. McKenna presented the resolution to set public housing flat rents at no less than 80 percent of the applicable Fair Market Rent. The new flat rent amounts would be effective January 1, 2027. Vice-Chairman Watson said that when she looks at the flat rates, she thinks it becomes imperative for us then to ensure that our properties are well kept, because they are paying a lot of money, and then to have roaches and rats paying $2,500, that scares her. She said that there are some things that we can mandate from a lease perspective legally to ensure that

individuals feel that they live in a clean, safe environment, and that part is on daily operations and the governance team. Vice-Chairman Watson made a motion to accept the resolution. Commissioner O'Neill seconded. Motion carried 5 to 1.

Resolution 2026-19 Setting the Payment Standards: Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner O'Neill seconded the motion. Motion carried. Ms. McKenna presented the resolution to set the payment standard at 100% of the published Fair Market Rents. In prior years, it had been set at 110%. Since we are currently experiencing short fall funding for Section 8, it was decided to set it at 100%. Ms. Longcore noted that in the second whereas, the amount was listed as 110%, so it would need to be amended. Vice-Chairman Watson made a motion to accept the amended resolution. Commissioner O'Neill seconded. Motion carried.

Resolution 2026-20 Changing Web Domain for the Poughkeepsie Housing Authority: Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner O'Neill seconded the motion. Motion carried. Mr. Clarke presented the resolution. He said that the domain and e-mail address is very long. The resolution is to change to PKhousing.org for both our web address and e-mail. We have had issues with people incorrectly spelling Poughkeepsie and email lengths being too long to enter. This change is a low cost to the PHA , and the transition should be smooth. If the board approves this tonight, we will start the week of November 9th with IT support being here physically on November 10. Commissioner T.Brown made a motion to accept the resolution. Vice-Chairman Watson seconded. Motion carried.

Resolution 2026-21 Contract for Agency Plan Consultant Services: Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner O'Neill seconded the motion. Motion carried. Ms. McKenna presented the resolution. The PHA issued an RFP for Agency Plan Consultant Services. We received three proposals that were ranked and rated by staff. The proposal submitted by ProjectLogic, LLC, was rated and ranked the highest. ProjectLogic, LLC has proposed to provide the desired services at a cost of $5,100.00 for FY27, $4,400 for FY28, and $4,400 for FY29, for a total cost of $13,900.00. Vice-Chairman Watson made a motion to accept the resolution. . Commissioner T.Brown seconded. Motion carried.

COMMITTEE REPORTS

Building and Security: Commissioner J. Brown reported that they just did the sidewalks up at Boulevard Knolls. She said it was well done this time.

Commissioner Johnson said that we are still having problems with dogs at their site. It was requested that if she sees something, could she let the office know a day and time. She said that the housing authority needs to be more responsible too and enforce the rules. Mr. Clarke said that information will be coming out soon. Commissioner Johnson said that we need to be on top of people with pets and make sure tenants are in compliance.

Commissioner J.Brown asked if Mr. Clarke had spoken with the seniors. He replied that he had, and they were not happy. He said that we are concentrating on Hudson first. We are working on

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cleaning out the hallways and power washing all the hallways. He said there's feces in the hallway, urine in the hallway, and food in the hallways that are bringing in rodents.

Finance: Ms. Iaccino reported So for low income, the water and sewer were over budget for the month, but we pay the bills quarterly, so the budget's broken down monthly, so it's going to show us as over budget. Also, some of the meters, she believes, are broken so the bills have been estimated. Chairman Adams asked who is responsible for fixing the meters. Ms. Iaccino said that it is being looked into. The net deficit for the month of September is $110,561.79, and the net surplus for the year is $437,754.07. As of September 30th, we're leased up 116 of 117 for AMP 11 and 241 of 242 for AMP 22 for a total of 357 of 359 total units.

For section 8, the net deficit for the month of September is $5,752.51 and year to date, the net surplus is $12,264.94. We are fully leased up for HCV. We are at 56 of 60 for VASH and 13 of 18 for foster youth.

Personnel: Vice-Chairman Watson said that one of the things that she needs from the board and that the personnel committee needs from the board is a timeline. She put together a rubric for the candidates .Eight candidates have applied. She put together a rubric because one of the things that we want the fidelity of the process pristine. The other thing that we said this at the onset is that we're not looking for an administrator. We're looking for someone that can drive us into the future from a transformation perspective, innovation perspective, and all that Poughkeepsie Housing Authority can be.

So far, the personnel committee is Ms. Adams, Mr. O'Neill, and herself. She said that ultimately everything is going to come before the board because it's the board that makes the decision. The board is going to be in the loop of some of the perfunctory things. She also wanted external people, not just us as commissioners, to also have a voice. She would like someone from Choice, a person who's seated in finance, a person from the housing arena. She thought it would be great for the ambassadors to also be some part of this to tell us what they are looking for in an executive director, and we can take their input in this. She thinks that the committee should be maybe 7 to 9 individuals. They will be scored based upon the various competencies that were already outlined in the announcement and then there's a weighted system. She said it is very evidence-based. It is very structured, simple for us to do, but it's seated so that there can be no ambiguity and then no one to say anything if we're questioned regarding anything. She is asking the board just for the leeway for us to forge ahead the personnel committee to at least do the first pass, and then if there's no one that we feel is right or qualified for, then we push it out again.

Tenant Relations: Commissioner J. Brown asked about getting the playgrounds done at Boulevard Knolls. It is the only site that has not had its playground replaced.

EXECUTIVE DIRECTOR'S REPORT

Mr. Clarke that the previously reported housing choice voucher funding shortfall remains a priority. This is connected to a lot of work that Michelle is doing and huge kudos to Michelle. She is working with Nan McKay, which is a consultant company that was recommended to us by

DRAFT

HUD. We have been working with them in terms of the directly connected to the historical reporting and financial reconciliation issues outlined that he has outlined to everyone. The issues are dating back to the VMS reporting and financial reconciliation going back. The discrepancies between Poughkeepsie Housing Authority and HUD records have created a substantial workload to review, correct, and reconcile.

He said that he is working on the corrective action plan and compliance tracking. HUD determined that previously submitted corrective action plan was insufficient, and the resubmitted deadline was supposed to be October 7th. He said he reached out to them, and they extended it to November 7th. This has been primarily Stacy in her role along with the tenant relations staff member who've been focused on supporting and cleaning that up.

He said that he has taken on Capital fund plans and redevelopment coordination. HUD approval of the five-year action plan from 2026 to 2030 remains outstanding. There are questions concerning eligible activities, pre-development funding, relationship between capital fund activities and the RAD program required clarification. He has been working with EPIC and with a HUD engineer in terms of cleaning this up. He is roughly about 50% through it right now, and there is still a lot still to be done.

He said that everyone here knows of the pest complaints, resident refusals of treatment access in terms of the mitigation efforts that are happening, and resident concerns. Hallway cleanliness at Hudson and reoccurring maintenance issues continue to require attention. He said that we do not have current tracking practices, which makes it difficult to consistently identify reoccurring problems, measure response times, and evaluate whether issues have been fully resolved.
It's all still done by paper, calling in, et cetera. There's a Monday maintenance check-in between myself and the maintenance supervisor where we just check in on regular things that happen over the weekend and upcoming items.

Beginning in the week of October 19th, the maintenance team will be planning a major launch, and everyone knows of this here at Hudson. The work will include removing items stored in the hallways, power washing each floor, and continued attention to resident communication and access coordination and follow-through will be necessary to sustain improvement. Once we clean up, we're going to be very aggressive about Hudson and then moving to the next complex.

There needs to be a concentrated effort in terms of purchasing procedures and purchase orders, payment processes, coordination between maintenance and finance. He thinks this needs to really be looked at. He said that a lot of our technology is outdated. This such as paper dependent, incomplete databases where you're pulling from one database to enter into another one, which can create human errors, and inconsistent information as well. This continues to require staff to manually account, locate, and reconstruct information when requests arrive. It also creates limitations around slow responses.
He said that one of his efforts is also energy saving partnerships and communication. He wants to continue to enhance efficiency here at Poughkeepsie Housing Authority. Continuing discussions with city partners, local partners, as well as agency broader efforts to address concerns and strengthen relationships and just support Poughkeepsie Housing Authority overall operations.

Other areas are tenant relations, community engagement, and external coordination. Conversations and follow-through continue with tenants regarding concerns, complaints, and other issues.

He said that outstanding amounts owed to PHA are roughly $662,000. Included in this are rent, rent repayment, rent fraud recovery, washer, cable, air conditioning.

He said in closing efforts, one thing he thinks that's important is that he knows there's a conversation about the vacant CFO position. He thinks it's extremely important that there's concentration towards refilling that position. There's a ton of work being done by Stacy and Michelle. He thinks it's above and beyond what they're doing and sometimes outside of the capacity of what they can do. He said he thinks it's stretching the team based on where we are as an agency, and there needs to be serious concentration around refilling this position as soon as possible.

Vice-Chairman Watson asked where we are with that. Ms. Longcore said she can give her report but has not been able to get that. She has too many other things on my plate and she just cannot create a job position, write a job description. Vice-Chairman Watson said that she submitted information to Ms. Longcore to help because she knew that she was inundated.
Ms. Longcore replied that she would try to get to it as soon as she could but has been working on a lot of other issues. Commissioner J. Brown questioned if counsel writes job descriptions. Chairman Adams replied that what we're trying to do is we don't want it to be the civil service, and to do that, you have to rewrite.

Vice-Chairman Watson asked about getting development and training for Michelle. Mr. Clarke replied that we are so far in the weeds, we are just working on trying to get everything correct. Ms. Iaccino said that she has been doing a lot of training, but they are not really beginner level, so there has been a lot of learning.

He said he thinks what's happened is that someone has come here for a very long time and told you things are great, things are great, things are great. He thinks what's unfortunate now is a lot of that is now being dumped on Michelle, Stacy, and others here. He would suggest that finance has pull up their screen with the information of what they had directly in the system and screen share. He said those are just security things that you think about instead of just accepting, here's a packet, which you can say whatever based on a packet, but you must show factual information based on what you see on screen, especially for finance. Finance is where you must have a stronger hold of, because he thinks a lot of what we're dealing right now is finance related.

CHAIRMAN'S REPORT

No report.

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COUNSEL'S REPORT

Ms. Longcore said that we have a lease with K2 Towers, who lease our rooftop at the Swartz building to cell phone companies. The lease expires in 2038, and they want to do a 40-year extension. She said that she told them we would need to have the right to terminate on 30 days' notice or even six months' notice if we decide we need to redevelop the property. Their latest proposal was an extension for 10 years for $10,000 with no termination allowed by either party, which also pushes us to 2048.

She said that she and Ms. McKenna started the e-filing. She believes that once we can get this going, we can start bringing our petitions back a little more frequently.

She reported that the city is working on an amendment to the zoning code. She said there is a good chance this property will be rezoned to allow the RAD development.

OLD BUSINESS

None

NEW BUSINESS

None

At 6:42 pm, the meeting adjourned.

I hereby certify that the minutes are true and correct and approved at the Meeting of November 12, 2026.

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Jaquetta Brown, Secretary

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