POUGHKEEPSIE HOUSING AUTHORITY
Minutes of September 2, 2026 Special Meeting

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

Absent: Terriciena Brown, Member

Also Present: Stacy McKenna, Acting Executive Director
Michelle Iaccino, Principal Account Clerk
Joanna Longcore, Attorney
Michael Clarke, Virtually

The Special Meeting of the Poughkeepsie Housing Authority was held on September 2, 2026, at 4:32 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

Resolution 2026-15 Appointment of Interim Executive Director: Ms. Longcore said they did negotiate down the per diem rate from $700 per day to $650 per day. She did revise the contract to reflect that change. She also revised the contract to give us a little bit more flexibility in terms of termination, should we have a cash flow issue, we would be allowed to terminate on just five days' notice. She said that if we have a permanent executive director, we can terminate on 10 days' notice and for any other termination, without cause, it would be 20 days. If it is for cause, that would be immediate. If Mr. Clarke finds permanent employment, he would also have the option of terminating on 10 business days. She said that she put those as business days, so that we would get the full 2 weeks.

Chairman Adams said that we need to put this into context and what we expect from him. She said that normally when a consultant comes in, there would be an Executive Director and Accountant in place She that she thinks that the board needs to be put this into context in terms of what he's coming into and what their expectations are from him. She said that we are in sort of a precarious position as the executive director and the accountant slots are vacant technically. She said that normally what would happen if a consultant or a person who's coming in to help with systems and to look at our overall finances and to make recommendations, there would be the top level of people who would sit with him and give him the background data and give him the paper, the reports and pull things and be with him to give him the information that he needs. In this case, we have two people who are filling slots for two positions each. For him to be able to do a whole lot and to look internally at a lot of what's going on at PHA, these two people here would have to be available to sit and talk and pull reports for him daily while he's here for three months or 90 days. She said she wants the Board to recognize that is going to be a real crush in terms of their time. She just wants to get us ready for expectations and what he's going to be able to deliver because he can only deliver what they're able to help him. Vice-Chairman Watson said that because he's done this

before, he can ask them for whatever, so it's not like they have to hold his hand. Chairman Adams said she just did want the expectations to be too high because this is not the normal. Vice-Chairman Watson said that she does have high expectations. Chairman Adams said that a lot of that is going to be coming from these two people who already have two jobs each.

Mr. Michael Clarke joined the board via teams. Vice-Chairman Watson said she wanted to go on record saying that she does not know Michael Clarke and has not met him prior to this process. She said that the process that we're looking to do is to have you come in perhaps as an interim executive director. She said that she knows that his role and function and his competency center around systems and assessments and organizational structure and that while we have institutional knowledge with existing staff from a compliance perspective when it comes to HUD and those type things, that is not his forte in those areas 100%, although he has kind of educated himself to some of the pieces around this just from a superficial perspective. She said that the expectation is that should he be the individual to fill this position, it will be for a short period of time. She said that she wanted to go over a couple questions just before, for all of the Board to hear. She asked him to tell the Board a little bit about himself.

Mr. Clarke said that he started teaching in undergrad and then transitioned out to undergrad to teaching. He taught for little over 2 years in the public school and then transitioned to the nonprofit sector, where he grew within the nonprofit sector to becoming a chief operating officer of the Fresh Air Fund. The Fresh Air Fund is a large nonprofit based out in New York City, and they have a 2,000-acre site property, with over 300 buildings, which is in Fishkill. He said he oversaw that property and was responsible for everything that happened on the property, including reconstruction of buildings to demolition to construction projects. He was chief operating officer for the organization that spans between New York City and the Hudson Valley. He oversaw six departments and six very strong key departments, which were HR, IT, Sharp being one of them, community outreach and support services, which was responsible for the recruitment of our young people and working with our families as well and operations between New York City, Harriman, and Hudson Valley. He said he has a very strong operational background, running internally an organization and also doing assessments, working with our board. He oversaw two board committees and then sat on two others, so he was involved with four total board committees for our board, a board size of 30. He has done some fundraising, which was massive fundraising around our sixth program, which is located in Harmon State Park, which was a partnership with New York State government, primarily New York State Parks, where he built out their sixth program, which is in collaboration with Governor Hochul's office and the Bronx Borough president at the time, Ruben Diaz and several other political officials who were involved in getting this project off the ground.

Vice-Chairman Watson asked him to give them his 30-day coming in plan. She asked what he would look to do based upon our need, the job description itself, as well as the competencies that you possess. He said that within 60 days, the first thing is listen, learn, assess, and stabilize. Establish alignment with commissioners. He would meet individual key staff and assess immediate operational and compliance risk. He would assess immediate operational compliance risks, understand financial position, evaluate property and resident service priorities and create an immediate priority dashboard. He said the within those 30 days, he

would clarify staff roles, establish consistent management meetings, and commissioner reporting in terms of what is needed and what is a priority. He said he is big on figuring out systems and figuring out what platforms are being used and are those the correct platforms that should be used and making assessments to recommend what could be a better platform. He said he is not familiar with what the PHA is currently using but would assess and figure out what is a good platform going forward to then make the informed decisions.

Vice-Chairman Watson said that he brings significant experience in organizational assessment and administration based upon your resume and based upon what he has said, but of course not direct HUD experience. She asked how he would leverage this existing knowledge of staff while ensuring that HUD and compliance responsibilities continue to be addressed on his tenure.

Mr. Clarke replied that it's important to work with key personnel and figuring out what pieces of key knowledge that they know and learning from them and then figuring out where I can help support. Key personnel are going to be important and working with them to figure out a timeline around what is priority, what are the next steps. He said that he created a document around key questions to ask staff and making sure that he sets up a listening and learning tour with every staff member. figuring out how we tapping into housing, folk who are within the housing system to learn from them, like what's working, what's not working as well.

Vice-Chairman Watson asked if he had an opportunity to look at the organizational chart. Mr. Clarke replied that he did. Vice-Chairman Watson said that there was a list the executive director left of some things that were necessary to be done. Some are being done by Michelle that will be done by her because of access and that sort of thing. There's going to be a tenant commissioner election that takes place September 19th from 9 to 2, which will come directly out of this office, and those processes will be something that you would be responsible for and to ensure it is done with fidelity in conjunction with legal counsel. There's an insurance RFP that should go out soon and that is something that you would be responsible for assisting with to ensure that goes out and it goes out in a proper way. She said that we are continuing with the Choice Neighborhood piece because you had had the opportunity to meet with Jill Gomez, and you have met with the mayor regarding some other things. She said that Mr. Clarke would be participating in some of these committees such as the core meeting every other Thursday, 10 a.m. Also on the list is the Inspire inspections, that’s something else that in conjunction with Jason and Mike who are our maintenance guys, this will be something that you will speak to them about and ensure that we're spot on with all of this. She said there is another piece, and she doesn’t know how we would deal with this as far as emergency contact person. That person needs to be named, and it should be a person that’s local so that if something happens at one in the morning, then that person will be able to be accessed. We also have to plan for the audit that’s due December 31st. Vice-Chairman Watson said that he was selected for his ability to take a look at it and then to prepare the permanent executive director with some of the things that he becomes aware of that you find out as an individual that's twofold. She said through his assessments, he would be able to report to the board his findings. She asked him at the end of his interim assignment what he would want to leave behind so that the authority is stronger, more organized, and better positioned for the permanent executive director. Mr. Clarke replied that he thinks most important is just

document outstanding issues and developing an honest assessment of organizational needs so the next person coming in can kind of hit the ground running and not be blindsided by any issues whatsoever so it's very clear where there are changes that need to be made, at least on the higher percentile. He said he did not know if he would get to 100%, but at least within that 70, 80, 90% of producing a strong organizational assessment, both for the Board and for the next person coming in.

Vice-Chairman Watson asked about some training that Mr. Clarke would be attending. Mr. Clarke said that he could work remotely. He would not be available for the full day, but periodic times throughout the day, he can check in and would be available after the training is over. Commissioner O'Neill asked if he expected us to pay him for those days. Mr. Clarke said that they can discuss this. If they want him to be available, he would love to be paid for them. He also understands that there's going to be commitments outside of the 9 to 5. He said he does not want to do the nickel and diming as he wants to produce a quality piece of work. Ms. Longcore said that she did include those days in the contract, and it does say basically that the expectation is a 35-hour work week. She did not think it would be an issue paying for those days during that two-week pay period since he will be working the board meeting and the tenant elections.

Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner O'Neill seconded motion. Commissioner J. Brown made a motion to accept the resolution. Vice-Chairman Watson seconded motion. Motion carried.

Resolution 2026-16 Setting the Stipend for the Acting Executive Director: Vice-Chairman Watson made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Motion carried. Ms. Longcore explained that this resolution was to provide an additional day of stipend pay to the Acting Executive Director in an amount of $61.96. Vice-Chairman Watson made a motion to accept the resolution. Commissioner J. Brown seconded the motion. Motion carried.

At 5:19 pm, the meeting adjourned.

I hereby certify that the minutes are true and correct and approved at the Meeting of October 14, 2026.

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Jaquetta Brown, Secretary