

MINUTES

The Regular Monthly Board Meeting was called to order at 4:00 pm, on Monday March 21, 2022, at 109 Market Street, Coudersport, PA 16915.

Board Members present: Jeff Wilcox, Shawn Wolfinger, Dennis Goodenough-Zoom, Loren Fitzgerald and Ellen Russell.

Board Members absent: None.

Others present: John Wright and Rick Duzick.

1. OPENING

1.1.The Chairman called the meeting to orderMr. Wilcox

1.2.The Secretary called the roll Mr. Fitzgerald

1.3.Approval of the January Regular and Annual, 2022 meeting minutesMr. Wilcox

The January 2022 regular monthly and annual meeting minutes were approved as submitted. Motion by Shawn Wolfinger and second by Loren Fitzgerald. All were in favor, motion carried.

1.4.Approval of the January and February 2022 bills.....Mr. Wilcox

The January and February 2022 bills were approved as paid. Motion by Loren Fitzgerald, second by Shawn Wolfinger. All were in favor, motion carried.

1.5.There were not any public questions or comments.

2. ITEMS OF DISCUSSION

2.1.Personnel..... Mr. Wright

2.1.1. Mr. Wright discussed the Succession training be offered by Western PA Housing Directors Association on April 19. He encouraged Board Members to view the training as it may help with their current review of Succession requirements involving our management team. He also discussed the change of the work schedule for housing staff effective May 2022. The employees will be returning to an adjusted regular in-house schedule at that time.

2.1.2. None

2.2.General Administration..... Mr. Wright

2.2.1. Mr. Wright updated the Board on the documentation he received from the State of PA pertaining to the transfer of the 7th St. property. The correspondence indicates that they are moving forward in the political process to complete the deed transfer and reversion of lien for the property. The agency will continue to contact the State for updates.

2.3. Business and Finance.....Mr. Wright/Mr. Duzick

2.3.1. Mr. Duzick confirmed the auditors are on schedule with their FY21 audit submission process.

2.3.2. Mr. Duzick stated that the scheduled MOR-Management Review of the 3 elderly housing projects will start as planned on Tuesday March 22, 2022. The Board will be updated upon completion of the review and when a report is received.

3. OTHER BUSINESS.....Mr. Wilcox/Mr. Wright/Mr. Duzick

3.1.1. The Board approved Resolution 2022-03-01- Juniata Bank loan extension for Freeman House, Honeoye Haven and ASCS-office execution by required signers of all loan documents. A motion was given by Shawn Wolfinger and a second by Ellen Russell. All were in favor, none opposed. The Board approved a motion by Shawn Wolfinger and second by Loren Fitzgerald to authorize Jeff Wilcox, Chairman and John Wright, Executive Director to expedite all documents for the sale of the 7th St. property.

3.1.2. The Chairman appointed the following Board Members to the Personnel Committee for the calendar year 2022: Chairman- Dennis Goodenough, Member- Jeff Wilcox, and Alternate- Loren Fitzgerald. The Chairman appointed the following Board Members to the Budget Committee for calendar year 2022: Chairman- Ellen Russell, Member- Shawn Wolfinger, and Alternate- Dennis Goodenough. Motion was made by Loren Fitzgerald and a second by Shawn Wolfinger. Motion carried.

4. CLOSING

4.1. Motion for adjournment.....Mr. Wilcox

There being no further business, Ellen Russell made a motion and a second by Loren Fitzgerald, to adjourn the meeting at 4:13 pm. All were in favor.

Loren Fitzgerald, Secretary