

**HOUSING AUTHORITY OF THE CITY OF GUTHRIE
BOARD OF COMMISSIONERS- MINUTES OF MEETING
JANUARY 18, 2018 6:00 p.m.**

(VOTE LEGEND: Y = YES; N = NO; A = ABSTAIN; ABSENT)

1. **CALL TO ORDER:** Chairman Wyskiel called the meeting to order at 6:06 p.m.
ROLL CALL / DECLARATION OF QUORUM
PRESENT: Chairman Wyskiel
Vice-Chairman Davis
Commissioner McClin
Commissioner Fryar
Jennifer Ricker, GHA Executive Director/Board Secretary
ABSENT: Commissioner Donosso **OTHERS IN ATTENDANCE:** None
Chairman Wyskiel declared a quorum.
2. **RESOLUTION NO.18/01-001: REQUESTS APPROVAL OF MINUTES OF MEETING ON NOVEMBER 16, 2017.**
Commissioner Fryar made a motion and Vice-Chairman Davis seconded to **APPROVE** the minutes as presented. All Approved.
VOTE:, McClin-Y, Fryar-Y, Davis-Y, and Wyskiel-Y
3. **OLD BUSINESS:** None
4. **EXECUTIVE DIRECTOR'S REPORT:**
The E.D.'s Report is a part of the Board's Packet, Jennifer went over the Monthly report with the Board Members. Also included is the Occupancy Report for the prior months lease-up and move-out activity and application intake numbers; as well as the CFP & various projects status information.
5. **RESOLUTION NO. 18/01-002: REQUESTS APPROVAL OF THE FINANCIAL REPORTS FOR NOVEMBER & DECEMBER 2017 (BANKING; INCOME/EXPENSES; BANK RECONCILIATION WITH ACCOUNTS PAYABLE DETAIL)**
Commissioner McClin made a motion and Commissioner Fryar seconded to **APPROVE** the Financial Reports as presented. All Approved.
VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel-Y
6. **RESOLUTION NO. 18/01-003: REQUESTS APPROVAL OF GHA'S FYE 3/31/2017 AUDIT REPORT FOR BOTH PUBLIC HOUSING AND RURAL DEVELOPMENT PROGRAMS AS COMPLETED BY MIKE ESTES, PC/AUDITOR.**
Vice-Chairman Davis made a motion and Commissioner McClin seconded to **APPROVE** the Resolution as stated. All Approved.
VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel-Y
7. **PUBLIC COMMENTS** – None
8. **RESOLUTION NO. 18/01-004: ANNUAL ELECTION OF GHA BOARD CHAIRMAN & VICE CHAIRMAN POSITIONS**
Both Scott and Laurel agreed to continue their current positions, and the Board voted unanimously in approval.
VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel-Y

9. **RESOLUTION NO. 18/01-005: APPROVAL OF THE FOLLOWING POSITIONS AS AUTHORIZED CHECK SIGNERS FOR ALL GHA BANKING INSTITUTION ACCOUNTS;**
* Board Chairman (Scott Wyskiel) * Board Vice-Chairman (Laurel Davis)
* Jennifer Ricker, Executive Director * Judy Scheihing, Audit Clerk/Hearing Officer
Commissioner Fryar made the motion and Commissioner McClin seconded to **APPROVE** the resolution as presented.
VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel-Y

EXECUTIVE SESSION:

Vice-Chairman Davis made the motion at 6:45 pm to enter into Executive session and Commissioner McClin seconded. All Approved.

VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel-Y

Discussion Topics: Executive Director's Annual Review; Compensation & Contract

Chairman Wyskiel made the motion at 7:25 pm to exit out of Executive Session and Vice-Chairman Davis seconded. All Approved.

VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel

10. **NEW BUSINESS:**

A motion was made by Vice-Chairman Davis and seconded by Commissioner Fryar to the salary adjustment for the Executive Director as discussed in Executive Session, and approval of the employment contract as presented and that there will be an annual review/salary assessment from henceforth.

VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel-Y

11. **COMMISSIONER INPUT & PARTICIPATION:** None

12. **ADJOURNMENT**

At 7:34pm, Vice-Chairman Davis made a motion and Commissioner Fryar seconded to **ADJOURN** the meeting. All Approved.

VOTE: McClin-Y, Fryar-Y, Davis-Y and Wyskiel-Y

RESOLUTION NO. 18/03-009 APPROVES MINUTES OF THE JANUARY 18, 2018 MEETING.

APPROVED THIS 15th DAY OF March, 2018.

SCOTT E. WYSKIEL, CHAIRMAN

SEAL

ATTEST:

JENNIFER K. RICKER, SECRETARY/EXECUTIVE DIRECTOR