

**HOUSING AUTHORITY OF THE CITY OF GUTHRIE  
BOARD OF COMMISSIONERS- MINUTES OF MEETING  
MARCH 15, 2018 6:00 p.m.**

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

1. **CALL TO ORDER:** Chairman Wyskiel called the meeting to order at 6:10 p.m.  
**ROLL CALL / DECLARATION OF QUORUM**  
**PRESENT:** Chairman Wyskiel  
Commissioner Donosso  
Commissioner McClin  
Commissioner Fryar  
Jennifer Ricker, GHA Executive Director/Board Secretary  
**ABSENT:** Vice-Chairman Davis  
**OTHERS IN ATTENDANCE:** None  
Chairman Wyskiel declared a quorum.
  
2. **RESOLUTION NO.18/03-009: REQUESTS APPROVAL OF MINUTES OF MEETING ON JANUARY 18, 2018.**  
Commissioner Donosso made a motion and Commissioner Fryar seconded to **APPROVE** the minutes as presented. All Approved.  
VOTE:, McClin-Y, Fryar-Y, Donosso-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 month's lease-up and move-out activity and application intake numbers; as well as the CFP & various projects status information.
  
5. **RESOLUTION NO. 18/03-010: REQUESTS APPROVAL OF THE FINANCIAL REPORTS FOR JANUARY & FEBRUARY 2018 (BANKING; INCOME/EXPENSES; BANK RECONCILIATION WITH ACCOUNTS PAYABLE DETAIL)**  
Commissioner McClin made a motion and Commissioner Donoso seconded to **APPROVE** the Financial Reports as presented. All Approved.  
VOTE: McClin-Y, Fryar-Y, Donosso-Y and Wyskiel-Y
  
6. **RESOLUTION NO. 18/03-011: REQUESTS APPROVAL OF GHA'S FY 2018/19 PUBLIC HOUSING OPERATING SUBSIDY CALCULATION SUBMITTAL AS PREPARED BY URLAUB ACCOUNTING AND SUBMITTED TO HUD FOR CONSIDERATION.**  
Commissioner Fryars made a motion and Commissioner McClin seconded to **APPROVE** the Resolution as stated. All Approved.  
VOTE: McClin-Y, Fryar-Y, Donosso-Y and Wyskiel-Y
  
7. **RESOLUTION NO. 18/03-012: REQUESTS APPROVAL OF GHA'S PUBLIC HOUSING AND RURAL DEVELOPMENT BAD DEBT/FORMER TENANT ACCOUNTS RECEIVABLE WRITE-OFFS FOR FYE 3/31/2018.**

Commissioner Donosso made a motion and Commissioner McClin seconded to **APPROVE** the Resolution as stated. All Approved.

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

**8. RESOLUTION NO. 18/03-013: REQUESTS APPROVAL OF GHA'S FYE 2018 (PH & RD) REVISED BUDGETS & FYE 2019 PROPOSED BUDGETS**

The budget documents had not been received by GHA's accountant as of the time of the Board Meeting; therefore the Executive Director requested that this item be tabled. Commissioner Donosso made the motion to **TABLE** the item, and Commissioner McClin seconded the motion. ALL Approved.

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

**9. REVIEW AND DISCUSSION:** The Executive Director explained the proactive steps taken by GHA to bring awareness of the upcoming HUD requirement to all 187 households that it manages. For the past year, every quarterly newsletter has had a front-page article regarding HUD's new smoke free policy and their required deadline for implementation. This draft policy is not only being placed on GHA's website in "draft form" as of today, but also posted to the bulletin boards for the public's review and comments. GHA has also requested the Wellness Director of the Logan County Health Department (Carissa Redman) to review the policy and get her input/comments. The board also agreed by consensus that taking the enforcement of the policy to a 3 steps offense process, before moving to terminate a resident's lease. The final draft will be presented to the Board at the April Board meeting to meet the 5/1 implementation date.

**10. PUBLIC COMMENTS** – None

**11. NEW BUSINESS** - None

**12. COMMISSIONER INPUT & PARTICIPATION** - None

**13. ADJOURNMENT**

At 6:55pm, Commissioner McClin made a motion and Commissioner Donosso seconded to **ADJOURN** the meeting. All Approved.

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

RESOLUTION NO. 18/04-014 APPROVES MINUTES OF THE MARCH 15, 2018 MEETING.

APPROVED THIS 19th DAY OF APRIL, 2018.

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SCOTT E. WYSKIEL, CHAIRMAN

SEAL

ATTEST:

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JENNIFER K. RICKER, SECRETARY/EXECUTIVE DIRECTOR