
**HOUSING AUTHORITY OF THE CITY OF GUTHRIE
BOARD OF COMMISSIONERS- MINUTES OF MEETING
DECEMBER 17, 2015 4:30 p.m.**

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

1. **CALL TO ORDER:** Chairman Wyskiel called the meeting to order at 4:55 p.m.

ROLL CALL / DECLARATION OF QUORUM

PRESENT: Chairman Wyskiel
Commissioner McClin
Commissioner Donosso
Jennifer Ricker, GHA Executive Director/Board Secretary

ABSENT: Commissioner Davis

OTHERS IN ATTENDANCE: None

Chairman Wyskiel declared a quorum.

2. **PUBLIC COMMENTS** – None

3. **RESOLUTION NO.15/12-032: REQUESTS APPROVAL OF MINUTES OF MEETING ON NOVEMBER 17, 2015.**

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

VOTE: Wyskiel-Y, McClin-Y, Donosso –Y, and Davis-Absent

4. **OLD BUSINESS:** The vacant position was discussed and that the attending members wished to wait to fill the vice-chairman seat at this time.

5. **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 status information.

The Procurement Policy was discussed and how it met all required areas to meet federal and state requirements. The Safety Plan was briefly discussed and due to the extensive complexity of the document, Jennifer requested the Board consider tabling the item to allow more review and critiquing before it’s considered for implementation.

6. **RESOLUTION NO. 15/12-033: REQUESTS APPROVAL OF THE FINANCIAL REPORTS FOR DECEMBER 2015 (BANKING; INCOME/EXPENSES; BANK RECONCILIATION WITH ACCOUNTS PAYABLE DETAIL)**

Commissioner McClin made a motion and Commissioner Donosso seconded to **APPROVE** the Financial Reports as presented. All Approved.

VOTE: Wyskiel-Y, McClin-Y, Donosso –Y, and Davis-Absent

7. **RESOLUTION NO. 15/12-034: REQUESTS APPROVAL OF THE NEW PROCUREMENT POLICY PER HUD – mandated transition for procurement activities from 24 CFR 85.36 to 2 CFR 200.317 through 200.326**

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

VOTE: Wyskiel-Y, McClin-Y, Donosso –Y, and Davis-Absent

8. RESOLUTION NO. 15/12-035: REQUESTS APPROVAL OF THE RECOMMENDED SAFETY PLAN – PER COMP SOURCE

Commissioner Donosso made a motion and Commissioner McClin seconded to **TABLE** the resolution as presented. All Approved.

VOTE: Wyskiel-Y, McClin-Y, Donosso –Y, and Davis-Absent

9. NEW BUSINESS: None

10. COMMISSIONER INPUT & PARTICIPATION: None

11. ADJOURNMENT

At 5:20pm, Commissioner Donosso made a motion and Commissioner McClin seconded to **ADJOURN** the meeting. All Approved.

VOTE: Wyskiel-Y, McClin-Y, Donosso –Y, and Davis-Absent

RESOLUTION NO. 16/01-001 APPROVES MINUTES OF THE DECEMBER 17, 2015 MEETING.

APPROVED THIS 21ST DAY OF JANUARY, 2016.

SCOTT E. WYSKIEL, CHAIRMAN

SEAL

ATTEST:

JENNIFER K. RICKER, SECRETARY/EXECUTIVE DIRECTOR