

HOUSING AUTHORITY OF THE CITY OF GUTHRIE
BOARD OF COMMISSIONERS- MINUTES OF ANNUAL & MONTHLY MEETING
JANUARY 18TH, 2024 (Thursday) - 6:00 p.m.
-In person at the main office building/Community Center Room at
1524 E Perkins Ave, Guthrie, OK 73044 -

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

1. **CALL TO ORDER:** Chairman Wyskiel called the meeting to order and declared a quorum present at 6:09 p.m.
ROLL CALL / DECLARATION OF QUORUM PRESENT:
In Person: Chairman Wyskiel, Vice Chairman Donosso, Commissioner Kenworthy (Non-Voting) Jennifer Ricker, GHA Executive Director/Board Secretary
ABSENT: Commissioner McClin (on Orders-Navy Reserve in Virginia)
OTHERS IN ATTENDANCE: None

2. **OLD BUSINESS: ITEMS FROM THE 12/21/23 MEETING CANCELED DUE TO LACK OF QUORUM**
 - A. **RESOLUTION NO.23/12-035:** Requests approval of the Meeting Minutes held on November 16th, 2023.
Commissioner Kenworthy made a motion and Vice Chairman Donosso seconded to **APPROVE** the meeting minutes as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
 - B. **RESOLUTION NO. 23/12-036:** Request approval of the November Monthly Financial Reports (Banking; Income/Expenses; Accounts Payable).
Vice Chairman Donosso made a motion and Chairman Wyskiel seconded to **APPROVE** the monthly meeting minutes as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
 - C. **RESOLUTION NO. 23/12-037:** Requests approval of GHA's FY 2023 Annual Audit as performed by Mike Estes, Auditor and submittal to HUD
Commissioner Kenworthy made a motion and Vice Chairman Donosso seconded to **APPROVE** the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
 - D. **RESOLUTION NO. 23/12-038:** Requests approval of the ACOP (Admission's and Continued Occupancy Policy) Changes to bring both housing programs (Public & 202 PRAC) in compliance with HUD's new HOTMA Sections, 102, 103 and 104
Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to **APPROVE** the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
 - E. **RESOLUTION NO. 23/12-039:** Requests approval of the Pet Policy for both housing programs (Public & 202 PRAC) to bring into HUD guidance compliance regarding Service, Companion and Assistive animals.
Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to **APPROVE** the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.

3. **EXECUTIVE DIRECTOR'S REPORT:**
The E.D.'s Operations Report is a part of the Board's packet, Jennifer went over the operations reports for the prior months' and annual activity with the Board Members. Also included was the Occupancy Report for the prior months' lease-up and move-out activity and application intake numbers; as well as the CFP; and various projects and housing management information which also included 12 month historical summary reports as well.

4. **RESOLUTION NO. 24/01-001:** Annual Election of the GHA Chairman and Vice-Chairman for the Board of Commissioners.
Vice Chairman Donosso made a motion to keep the officer positions with the same persons and Commissioner Kenworthy seconded to **APPROVE** Scott Wyskiel as Chairman and John Donosso as Vice-Chairman. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
5. **RESOLUTION NO. 24/01-002:** Requests approval of the following positions as authorized check signers for all GHA Banking institutions accounts:
Board Chairman, Scott Wyskiel; Board Vice-Chairman, John Donosso;
Jennifer Ricker, Executive Director and Kanice Freeman, Operations Manager
Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to **APPROVE** the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
6. **RESOLUTION NO. 24/01-003:** Approval of the December Monthly Financial Reports (Banking; Income/Expenses; Accounts Payable)
Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to **APPROVE** the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
7. **RESOLUTION NO. 24/01-004:** Acknowledgement and acceptance of the voluntary resignation of Board Member, Carrie Ann Fryar, pursuant to the City Council’s Resolution#2020-18, Section B #4.
Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to **APPROVE** the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
8. **RESOLUTION NO. 24/01-005:** Requests approval of 5-Year Agency Plan and the 2025-2029: Capital Fund Program 5-Year Action Plan Budgets.
Commissioner Kenworthy made a motion and Vice Chairman Donosso seconded to TABLE the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
9. **RESOLUTION NO. 24/01-006:** Requests approval of the Internal Controls Policy as prepared by GHA Accountant (2008) by Urlaub Accounting and updated to current agency procedures.
Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to TABLE the resolution as presented. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.
10. **PUBLIC COMMENTS**– None
11. **NEW BUSINESS** - None
12. **COMMISSIONER ADDITIONAL INPUT AND ADJOURNMENT**-None
At 6:50 p.m., Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to **ADJOURN** the meeting. All Approved. VOTE: Donosso-Y, Kenworthy-Y, and Wyskiel-Y.

RESOLUTION NO. 24/02-007 APPROVES MINUTES OF THE JANUARY 18, 2024 BOARD MEETING.
APPROVED THIS 15TH day of FEBRUARY, 2024.

SCOTT E. WYSKIEL
CHAIRMAN, GHA BOARD OF COMMISSIONERS

ATTEST: _____
JENNIFER K. RICKER
GHA EXECUTIVE DIRECTOR/BOARD SECRETARY

(SEAL)