

HOUSING AUTHORITY OF THE CITY OF GUTHRIE
BOARD OF COMMISSIONERS- MINUTES OF MONTHLY MEETING
FEBRUARY 15TH, 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 6:02 p.m.
ROLL CALL / DECLARATION OF QUORUM PRESENT:
In Person: Chairman Wyskiel, Vice Chairman Donosso, Commissioner McClin and Commissioner Kenworthy
(Non-Voting) Jennifer Ricker, GHA Executive Director/Board Secretary
ABSENT: None
OTHERS IN ATTENDANCE: None
2. **OLD BUSINESS: NONE**
3. **RESOLUTION NO. 24/02-007:** Requests approval of the Meeting Minutes held on January 18, 2024. Vice Chairman Donosso made a motion and Commissioner Kenworthy seconded to **APPROVE** the minutes as presented.
All Approved. VOTE: Donosso-Y, Kenworthy-Y, McClin-Y and Wyskiel-Y.
4. **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.
5. **RESOLUTION NO. 24/02-008:** Requests approval of the January 2024 Monthly Financial Reports (Banking; Income/Expenses; Accounts Payable)
Commissioner McClin made a motion and Vice Chairman Donosso seconded to **APPROVE** the reports as presented.
All Approved. VOTE: Donosso-Y, Kenworthy-Y, McClin-Y and Wyskiel-Y.
6. **PUBLIC HEARING/COMMENTS OVER THE 5 YEAR AGENCY PLAN & 2025-2029 CFP ACTION PLAN WITH BUDGETS**
There were no public attendees for comments; however, the Board and Executive Director discussed the projected plans for the Agency based on current funding levels and the physical needs of the property as well as overall operating costs.
7. **RESOLUTION NO. 24/02-009:** Requests approval of the 5 Year Agency Plan and 2025-2029 Capital Fund Program (5 Year Action Plan w/Budgets).
Commissioner McClin made a motion and Commissioner Kenworthy seconded to **APPROVE** the resolution as presented.
All Approved. VOTE: Donosso-Y, Kenworthy-Y, McClin-Y, and Wyskiel-Y.

8. **RESOLUTION NO. 24/02-010:** 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 **APPROVE** the resolution as presented.
All Approved. VOTE: Donosso-Y, Kenworthy–Y, McClin-Y, and Wyskiel–Y.
9. **RESOLUTION NO. 24/02-011:** Requests approval of the Documentation Retention Policy per HUD and State of Oklahoma recommended guideline for agency procedures. Vice Chairman Donosso made a motion and Commissioner McClin seconded to **APPROVE** the resolution as presented.
All Approved. VOTE: Donosso-Y, Kenworthy–Y, McClin-Y, and Wyskiel–Y.
10. **PUBLIC COMMENTS**– None
11. **NEW BUSINESS** - None
12. **COMMISSIONER ADDITIONAL INPUT AND ADJOURNMENT**-None
At 6:49 p.m., Commissioner McClin made a motion and Commissioner Kenworthy seconded to **ADJOURN** the meeting.
All Approved. VOTE: Donosso-Y, Kenworthy–Y, McClin-Y, and Wyskiel–Y.

RESOLUTION NO. 24/03-012 APPROVES MINUTES OF THE FEBRUARY 15, 2024 BOARD MEETING.
APPROVED THIS 21ST DAY of MARCH, 2024.

SCOTT E. WYSKIEL
CHAIRMAN, GHA BOARD OF COMMISSIONERS

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

(SEAL)