

MINUTES OF REGULAR MEETING
READING HOUSING AUTHORITY
BOARD OF COMMISSIONERS
JUNE 25, 2024 – 5:00 PM

The Reading Housing Authority Board of Commissioners held a Workshop and Commissioners Meeting on Tuesday, June 25, 2024, at the William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, PA.

WORKSHOP MEETING

A proposal was made to the Board of Commissioners to transition the Shelter Plus Care Program to Service Access and Management, Inc. (SAM). President Stacey Keppen provided a detailed history of the Shelter Plus Care Program from 2005 to the present. The discussion focused on the advantages of transferring housing funds for this program from RHA to SAM. RHA Chairwoman Lorena Keely, who is currently the Housing Director at SAM, explained the role SAM would play in this transition.

An overview of the Money Purchase Plan, 457 Plan, and RKL Wealth Management Advisory Services was provided. An executive summary of Reading Housing Authority's Money Purchase Plan and 457 Deferred Compensation Plan was presented to the board. Highlights of RKL Wealth Management's engagement with participants and their plans for 2023 and 2024 were discussed. RKL, the Advisor and Investment Fiduciary for the plan, provides high-level advisory services and retirement projections to RHA employees. A Roth 457 Deferred Compensation Plan will be introduced in fall of 2024.

An overview of American Bank for potential future grant underwriting was provided.

Department Reports

Jack Knockstead, Resident Services Manager, and Bill Clemmons, ROSS Service Coordinator, presented a detailed overview of the ROSS Program's achievements. RHA has been awarded a renewal grant of \$257,317 for an additional three-year term, enabling the hiring of a Service Coordinator who evaluates residents' needs, offers case management, and connects residents with training and voluntary supportive services, facilitating their progress towards greater self-sufficiency.

President and CEO Stacey Keppen reviewed additional highlights, including:

1. A notice was issued to households about the use of trampolines, pools, fireworks, and gel guns, in preparation for the summer months and to ensure decent and safe communities.
2. North Campus improvements included the installation of two ramps in anticipation of repaving Avenue A and B. Yard improvements in South Campus followed the correction of a drainage issue, and seven new trees were planted in Center City according to City of Reading Shade Tree Commission requirements.
3. The Phase III Glenside Boiler Plant Decentralization Project is six months ahead of schedule, with the first nine buildings 95% complete and an additional eight buildings 20% complete.
4. The IT Department has contracted with KnowBe4, a cybersecurity company, to provide security awareness training, anti-phishing protection, and real-time security coaching to RHA staff.
5. A grant application submitted to the Pennsylvania Housing Finance Agency resulted in a \$250,000 award to RHA under the Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund program. The funds will support the Reinventing Housing Accessibility Program, increasing accessibility to 12 one-bedroom units in Glenside Homes by raising the soil grade, widening sidewalks, and constructing retaining walls.

6. The next Commissioners Meeting is scheduled for Tuesday, July 23rd, at the Willis Center for Administration. The workshop meeting will begin at 4 pm, followed by the Commissioner's meeting at 5 pm.

COMMISSIONERS' MEETING

Ms. Lorena P. Keely, Chairwoman then called the REGULAR MEETING to order and upon roll call those present and absent were as follows:

Commissioners Present: Chairwoman Lorena P. Keely
Vice-Chairwoman Myra Maldonado
Commissioner Ineavelle Ruiz

Commissioners Absent: Commissioner Maria Delgado

RHA Staff Present Stacey Keppen, President & CEO
Mya Hornberger, Communications Manager/Recording Secretary
David C. Talarico, Vice President & Director of Facilities
Josh K. Smith, Director of Programs
Jonathan P. Runkle, Quality and Compliance Officer
Theresa A. Reustle, Comptroller, Secretary-Treasurer
Leonilda Feliciano, Applications Manager
Nydia Runkle, Property Manager, South Campus
Yasaira Modesto, Property Manager, North Campus
Grisel Saez, Property Manager, Center City Campus
Tom Stianche, Voucher Programs Manager
Jack Knockstead, Resident Services Manager
Steve Notario, Purchasing Officer
Anders Smith, Information Technology Manager
Gregg Snook, Assistant Maintenance Superintendent
Matt Smith, Maintenance Foreman, North Campus
Dave Oley, Maintenance Foreman, South Campus
Derek DeLong, Maintenance Foreman, Center City Campus
Tad Geisler, Inspection Manager, Center City Campus
Raquel Cedeno, Customer Service Specialist, WCA
Edwin Stock, Solicitor, Legal Staff
Bill Clemmons, ROSS Service Coordinator

RHA Staff Absent Rory Ulrich, Maintenance Superintendent
Greg Zawilla, Neighborhood Safety & Engagement Coordinator

ACKNOWLEDGEMENT OF VISITORS: None

APPROVAL OF PAST MEETING MINUTES

Regular Meeting – May 28, 2024

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

COMMUNICATIONS: None

APPROVAL OF THE SECRETARY/TREASURER'S REPORT

MOTION TO APPROVE: Vice-Chairwoman Maldonado

SECOND: Commissioner Ruiz

DISCUSSION: None.

APPROVAL OF THE PRESIDENT'S REPORT

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: None.

RESOLUTIONS AND BOARD ACTION

RESOLUTION NO. 6519: Authorizing a Memorandum of Agreement with SAM, Inc. Reading, PA to Perform Inspection Services

MOTION TO APPROVE: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado

DISCUSSION: Chairwoman Lorena Keely exited the meeting before the discussion on Resolution No. 6519 and returned after the vote, abstaining due to a potential conflict of interest

VOTES IN FAVOR: Maldonado and Ruiz

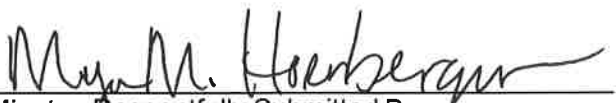
VOTES AGAINST: None

EXECUTIVE SESSION: An Executive Session was held at 5:19 pm following the Commissioners' Meeting to discuss a legal issue. Edwin Stock, RHA Solicitor, exited the meeting prior to the Executive Session due to a potential conflict of interest. Executive Session adjourned at 5:50 pm.

ADJOURNMENT:

MOTION TO ADJOURN: Commissioner Ruiz

SECOND: Vice-Chairwoman Maldonado


Minutes Respectfully Submitted By:

Mya M. Hornberger, Communications Manager/Recording Secretary