

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY HOUSING AUTHORITY
NOVEMBER 26, 2024 AT 4 PM
28 PENN SQUARE, SUITE 100
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, November 26, 2024. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 100, and via Zoom Videoconference.

Members of the Board in attendance: Jim Eby, Ed Fisher, Melinda Kaufman and Jim Williams.

Staff members present were: Justin Eby, Executive Director; Scott Fredo, Director of Finance and Administration; Audrey Steinmetz, Director Tenant and Landlord Services; Deb Jones, Director of Human Services; Marisol Maldonado, Director of Housing and Community Development; Jocelynn Naples, Director of Communications, Development and Special Projects; Rachel Valmonte, Compliance Manager and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Tim Stuhldreher, Editor *OneUnitedLancaster.com*; Alice Yoder, *Lancaster County Commissioner*; Mike Maurice, *Polcari and Company* and Rhonda Harrison, *Redevelopment Fund board member*.

Mr. Fisher called the meeting to order at 4:02 p.m.

Public Comment – None

Minutes of the September 2024 meeting were approved. The motion was made by Ms. Kaufman, second by Mr. Williams and unanimously accepted.

Communications – None

Staff Reports – Ms. Steinmetz noted that they received 3 Foster Youth to Independence vouchers. One has already moved into their new housing unit. The Annual Plan and 5-year Plans have been accepted by the US Department of Housing and Urban Development (HUD).

The Monthly Activity and Status Report is attached hereto and made a part hereof.

The Financial Report for the months of September and October 2024 were approved on a motion by Mr. Williams, second by Mr. Jim Eby and unanimously accepted. Mr. Fredo noted that the administrative expenses were higher in October because of the annual fee they pay for software.

Mr. Mike Maurice, our auditor from Polcari and Company, was present to discuss the 2022 and 2023 Housing Authority audits. He said there were 2 findings in 2022 – ERAP eligibility and MOD rehab was submitted late. These were resolved in 2023. The settlement of expense between the Housing Authority and the Redevelopment Authority have not been timely or consistent in 2022 or early 2023, but this has been resolved.

Committee Reports – None

New Business:

- 1) The board approved a contract with PHA-Web Management Computer Services, Inc. for Software Services. The motion to approve was made by Ms. Kaufman, second by Mr. Jim Eby and unanimously accepted. Mr. Fredo noted that they have been looking for another software vendor since July. They contact four (4) vendors for a price comparison. PHA-Web Management Computer Services is less expensive than the current software system and looks better. It was recommended by our auditors. \$75,000 will be saved in annual administrative fees. Ms. Steinmetz also said that the current software works with many work arounds. Lancaster City Housing Authority uses the PHA-Web software and are happy with it. It is a web-based software, so there should be no connectivity issues. (A copy of said Resolution [NOV 24 #9] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to accept the proposal from PHA-WEB Management Computer Services, Inc to perform software services and to authorize the Executive Director or Finance Director to execute any and all documents with PHA-WEB Management Computer Services, Inc services as provided in the submitted proposal.

Other Business:

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, December 17, 2024, after the 4 p.m. meeting of the Lancaster County Land Bank Authority.

The meeting was adjourned at 4:11 p.m.


Beth A. Dreyer-DeGoede, Secretary