

AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
TUESDAY MARCH 6, 2018
JEAN ELDER COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on Tuesday March 6, 2018 Community Room of JEAN ELDER Apartments, 9 CHESTNUT STREET, Amherst, MA. Board Chair, M. Burkart called the meeting to order at 1:03p.m.

PRESENT: Commissioners: M. Burkart, D. Williams, T. Boutilier

ABSENT: None

ALSO, PRESENT: D. Turgeon, Executive Director; P. Parmakian, Director of Programs, K. Momaney, C. Howard, M. Bauer, N. Schroeder

1. AGENDA ADOPTION/CHANGES: Adopt

Upon motion by D. Williams, seconded by T. Boutilier, the agenda was presented. It was voted to adopt the agenda as presented.

Unanimous

2. DISCUSS THE REVIEW AND/OR AUDIT OF AHA ASSETS AND INVENTORY

M. Burkhart said he was made aware that there are discrepancies in the inventory. He indicated the agenda item was to discuss what the process is and should be moving forward. Discussion and questions were had. D. Turgeon attempted to present the old and new systems for inventories and purchases. The Board requested the following information at their March 26, 2018 meeting- at least one week in advance:

1. Monthly P&L report which includes a variance explanation for +/-10%
2. List of monthly Fixed Asset and equipment purchases
3. A description of the purchasing procedures, inventory process, and checks and balances
 - a. Including the status of the current inventory
 - b. Report of what units/ properties have been inventoried
 - c. If additional discrepancies have been identified
4. The Board would like DHCD notified with an update

M. Burkhart also presented that he had contacted DHCD and received a recommendation for an outside investigator to look into processes.

Upon motion by D. Williams, seconded by T. Boutilier, the Board voted to ask the Chair, to contact an outside investigator to investigate and review the fixed asset and equipment- i.e. tools and office equipment. And to further request recommendations for tightening future inventory controls. As presented. Unanimous

3. OTHER BUSINESS NOT ANTICIPATED WITHIN 48 HOUR NOTICE

4. NEXT MEETING DATE: MARCH 26, 2018 AT 3PM

Upon motion by M. Burkhart, seconded by T. Boutilier, it was voted to adjourn at 1:55.

As presented. Unanimous