



Wellesley Housing Authority Board Meeting
Online Remote Meeting Agenda
Thursday, September 22, 2022 – 9:30 AM

The meeting will be live on local cable TV Comcast 9/Verizon 39
<https://www.wellesleymedia.org/live-streaming.html>

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. September 1, 2022, [Resolution #2022-64](#)
4. Financial Reports
 - a. Approval of September Bill Payments/Warrant [Resolution #2022-65](#)
 - b. Monthly Financial Statements
 - i. August 2022 [Received and placed on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
 - a. TAR Report as of August 31, 2022
 - b. TAR Report as of September 20, 2022
6. Executive Director Report
7. Chairperson Report
8. Committee Reports
 - a. Redevelopment Committee
 - i. [Discussion:](#) Future of Redevelopment
 - b. Sustainability Committee
9. Old Business
 - a. [Discussion:](#) Update on CPC meeting / Capital Needs Spreadsheet
 - b. [Discussion:](#) Next steps on Filling Vacant Commissioner Seat
10. New Business
 - a. [Discussion:](#) Meeting Day and Meeting Time
 - b. Updated Outdoor/Grounds Policy [Resolution #2022-66](#)
 - c. [Discussion:](#) Fair Housing Marketing Plan [Resolution #2022-67](#)
 - d. [Discussion:](#) Language Access Plan [Resolution #2022-68](#)
11. Other Business – Consideration of any matter unknown or which could not have been reasonably foreseen within 48 hours of this meeting.
12. Adjournment

REMOTE MEETING PROTOCOL

The online meeting will also be streaming live on above link and will be telecast live on Comcast channel 8 and Verizon channel 40. All residents seeking to participate shall call into 781-489-7528 (Town Hall Conference Line 7528) and await the opportunity to speak. The board will ask if anyone would like to speak before the Board moves on to the next agenda item. While a person is waiting to speak, please place your phone on mute, so the meeting is not interrupted unintentionally



Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, September 22, 2022– 9:30 AM

1. Roll Call

The meeting was called to order at 9:30 am with the following Commissioners present:

Janice Coduri, Chairperson;

Maura Renzella, Commissioner;

Odessa Sanchez, Commissioner,

Also Present: Jacqueline Sullivan, Executive Director, Ann-Mara Lanza, Select Board Liaison.

2. Citizen Speak - none

3. Approval of Minutes of September 1, 2022, [Resolution #2022-64](#)

Upon a duly made motion by Commissioner Sanchez and seconded by Commissioner Renzella, the resolution was approved by a roll call vote as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

4. Financial Reports

a. Approval of September Bill Payments/Warrant [Resolution #2022-65](#)

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Sanchez, the resolution was approved by a roll call vote as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

b. Financial Statements for August 2022 [Received and placed on file \(no approval needed\)](#)

ED Sullivan noted that some funds were reclassified to accurately report spending. She also noted that the reserves are at 37.36%

5. TAR report by development (Tenant Accounts Receivable)

TAR Report as of August 31, 2022

TAR Report as of September 20, 2022

Commissioners reviewed reports

6. Executive Director's Report – received and placed on file

7. Chairperson Report

Commissioner Coduri announced the resignation of the Tenant Board member Sara Sierra due to school and family commitments.



8. Committee Reports

- a. Redevelopment Committee – Commissioner Renzella asked if the current Board is still interested in pursuing redevelopment options. The Board indicated they were and a formal vote will be taken at the next meeting. Commissioners Sanchez and Renzella will determine chairmanship of this Committee. ED Sullivan also stated that she has requested a proposal from Cambridge Housing Authority on how they could help us facilitate the process.
- b. Sustainability –no report

9. Old Business

a. Update on CPC meeting/Capital Needs Spreadsheet

Commissioner Coduri gave the Board an update on the status of the WHA request to CPC for funding of renovations to Washington Street Community Room. She reported that the response to the request was favorable and that the CPC had asked for further information. This will be discussed at the next CPC meeting. She also distributed the most recent Capital Needs Assessment spreadsheet.

b. Next steps on filing Vacant Elected Commissioner seat.

The Board agreed that a notice of the vacancy should be posted on the town website asking for a statement of interest from applicants. A draft of questions for candidates was reviewed with Commissioner Sanchez volunteering to draft two additional questions: 1. On willingness to attend training and 2. On need to be an active participant in Board work.

c. Next steps on filling Select Board Tenant Appointee.

Select Board Member Lanza detailed the process of 30 day posting for interested applicants and then need to appoint within 30 days posting. She will work with ED Sullivan to begin the process.

10. New Business

a. Meeting day and time

The Board tabled this discussion until the next fiscal year. They will continue with the proposed schedule for the remainder of the year.

b. Updated Outdoor/Grounds Policy [Resolution #2022-66](#)

Commissioner Renzella moved and Commissioner Sanchez seconded a motion to amend the existing policy to include information present in the gardening policy. The roll call vote was as follows:

Commissioner Coduri – Yes
Commissioner Renzella – Yes
Commissioner Sanchez – Yes

c. Fair Housing Marketing Plan [Resolution #2022-67](#)

The Board first discussed whether they were comfortable voting this policy with only one reading of it. Since they were, Commissioner Renzella moved and Commissioner Sanchez seconded a motion to approve the Fair Housing Marketing Plan. The roll call vote was as follows:

Commissioner Coduri – Yes
Commissioner Renzella – Yes



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

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Commissioner Sanchez – Yes

d. Language Access Plan [Resolution #2022-68](#)

The Board also discussed whether they were comfortable with only a first reading before voting this policy. They decided to wait for a clarification on “in-person” assistance, before voting the policy. There will be a second reading in October.

11. Adjournment

Commissioner Renzella moved and Commissioner Sanchez seconded a motion to adjourn the meeting. The roll call vote was as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Coduri declared the meeting adjourned at 10:42 AM

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 8/24/2022

Dev #	# Units	Property		Total Due	Current Month Due	30-59 Days	60-89 Days	90+ Days	Other Charges (Total)	In House Repayments	Court Repayments	Fraud Repayments	Move Ins	Move Outs	Vacancies	Payment Agreements	
200-1	88	Barton Road	Active Tenants	\$ 93,165.42	\$ 14,413.77	\$ 9,753.83	\$ 6,918.00	\$ 26,247.00	\$ 275.00	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00					
			Vacated Tenants	\$ 534.00	\$ -	\$ -	\$ 267.00	\$ 267.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	14	6
			Total	\$ 93,699.42	\$ 14,413.77	\$ 9,753.83	\$ 7,185.00	\$ 26,514.00	\$ 275.00	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00					
667-1	36	Morton Circle	Active Tenants	\$ 380.00	\$ 368.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 380.00	\$ 368.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 1,014.00	\$ 749.00	\$ 253.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ 937.65	\$ 355.00	\$ 355.00	\$ -	\$ -	\$ 227.65	\$ -	\$ -	\$ -	\$ -	0	1	8	0
			Total	\$ 1,951.65	\$ 1,104.00	\$ 608.00	\$ -	\$ -	\$ 239.65	\$ -	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 393.00	\$ 241.00	\$ -	\$ -	\$ -	\$ 152.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 393.00	\$ 241.00	\$ -	\$ -	\$ -	\$ 152.00	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 388.00	\$ 388.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0
			Total	\$ 388.00	\$ 388.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 7,799.00	\$ 2,602.00	\$ 2,163.00	\$ 1,345.00	\$ 1,689.00	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			Total	\$ 7,799.00	\$ 2,602.00	\$ 2,163.00	\$ 1,345.00	\$ 1,689.00	\$ -	\$ -	\$ -	\$ -					
Total				\$ 104,611.07	\$ 19,116.77	\$ 12,524.83	\$ 8,530.00	\$ 28,203.00	\$ 678.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	40	6	
12/31/2021			\$ 95,044.00	\$ 21,889.45	\$ 12,602.70	\$ 8,627.04	\$ 1,797.00	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9		
1/24/2022			\$ 113,994.40	\$ 28,921.85	\$ 14,660.70	\$ 10,173.00	\$ 10,061.04	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9		
1/31/2022			\$ 108,086.00	\$ 24,353.45	\$ 14,587.70	\$ 9,333.00	\$ 9,689.04	\$ 615.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9		
2/18/2022			\$ 130,019.95	\$ 33,265.40	\$ 16,185.00	\$ 12,163.70	\$ 18,283.04	\$ 615.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	0	1	35	9		
2/28/2022			\$ 117,715.95	\$ 28,085.40	\$ 13,839.00	\$ 10,712.70	\$ 15,916.04	\$ 430.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9		
3/21/2022			\$ 109,041.55	\$ 34,856.70	\$ 8,333.00	\$ -	\$ 16,781.04	\$ 526.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29	0	1	35	9		
3/31/2022			\$ 95,383.55	\$ 26,610.70	\$ 7,627.00	\$ -	\$ 12,121.04	\$ 480.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29	0	2	37	8		
4/25/2022			\$ 90,822.09	\$ 21,534.74	\$ 18,768.00	\$ -	\$ 14,830.00	\$ 623.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	38	6		
4/30/2022			\$ 87,481.09	\$ 18,901.74	\$ 17,589.00	\$ -	\$ 14,809.00	\$ 623.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	38	6		
5/23/2022			\$ 102,987.12	\$ 26,049.07	\$ 12,591.70	\$ 15,068.00	\$ 12,972.00	\$ 748.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	38	6		
5/31/2022			\$ 92,577.05	\$ 20,362.00	\$ 11,480.70	\$ 13,285.00	\$ 11,299.00	\$ 592.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	39	6		
6/21/2022			\$ 107,985.69	\$ 29,387.17	\$ 12,931.00	\$ 8,794.00	\$ 21,014.00	\$ 301.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6		
6/30/2022			\$ 107,985.69	\$ 29,387.17	\$ 12,931.00	\$ 8,794.00	\$ 21,014.00	\$ 301.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6		
7/25/2022			\$ 115,864.02	\$ 28,351.90	\$ 15,705.00	\$ 9,484.00	\$ 26,529.00	\$ 236.30	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6		
7/31/2022			\$ 110,222.37	\$ 25,582.90	\$ 14,903.00	\$ 9,439.00	\$ 24,368.00	\$ 371.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6		
8/24/2022			\$ 118,855.67	\$ 26,805.37	\$ 17,588.83	\$ 9,791.00	\$ 28,423.00	\$ 689.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6		
8/31/2022			\$ 104,611.07	\$ 19,116.77	\$ 12,524.83	\$ 8,530.00	\$ 28,203.00	\$ 678.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	40	6		

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 9/20/2022

Dev #	# Units	Property		Total Due	Current Month Due	30-59 Days	60-89 Days	90+ Days	Other Charges (Total)	In House Repayments	Court Repayments	Fraud Repayments	Move Ins	Move Outs	Vacancies	Payment Agreements		
200-1	88	Barton Road	Active Tenants	\$ 104,890.94	\$ 20,887.59	\$ 10,768.53	\$ 7,858.00	\$ 29,539.00	\$ 280.00	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
			Vacated Tenants	\$ 534.00	\$ -	\$ -	\$ -	\$ 534.00	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	14	6
			Total	\$ 105,424.94	\$ 20,887.59	\$ 10,768.53	\$ 7,858.00	\$ 30,073.00	\$ 280.00	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
667-1	36	Morton Circle	Active Tenants	\$ 2,423.00	\$ 2,097.00	\$ 314.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	8	0
			Total	\$ 2,423.00	\$ 2,097.00	\$ 314.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 2,660.00	\$ 2,374.00	\$ 190.00	\$ 79.00	\$ -	\$ 17.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ 1,065.00	\$ 355.00	\$ 355.00	\$ 127.35	\$ -	\$ 227.65	\$ -	\$ -	\$ -	\$ -		0	0	8	0
			Total	\$ 3,725.00	\$ 2,729.00	\$ 545.00	\$ 206.35	\$ -	\$ 244.65	\$ -	\$ -	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 375.00	\$ 313.00	\$ -	\$ -	\$ -	\$ 62.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	6	0
			Total	\$ 375.00	\$ 313.00	\$ -	\$ -	\$ -	\$ 62.00	\$ -	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 1,746.00	\$ 1,670.00	\$ 76.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	4	0
			Total	\$ 1,746.00	\$ 1,670.00	\$ 76.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 8,897.00	\$ 3,271.00	\$ 2,089.00	\$ 1,333.00	\$ 2,204.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	0	0
			Total	\$ 8,897.00	\$ 3,271.00	\$ 2,089.00	\$ 1,333.00	\$ 2,204.00	\$ -	\$ -	\$ -	\$ -	\$ -					
Total				\$ 122,590.94	\$ 30,967.59	\$ 13,792.53	\$ 9,397.35	\$ 32,277.00	\$ 598.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	40	6		
12/31/2021			\$ 95,044.00	\$ 21,889.45	\$ 12,602.70	\$ 8,627.04	\$ 1,797.00	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9			
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1/31/2022			\$ 108,086.00	\$ 24,353.45	\$ 14,587.70	\$ 9,333.00	\$ 9,689.04	\$ 615.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9			
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9/20/2022			\$ 122,590.94	\$ 30,967.59	\$ 13,792.53	\$ 9,397.35	\$ 32,277.00	\$ 598.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	40	6			



Wellesley Housing Authority
Executive Director Report – Jacqueline E. Sullivan
September 20, 2022

Maintenance

- Completed inspections at River Street
- Completed inspection work orders at River Street
- Stripped all floors at the Barton Road Community Room
- Painted / Cleaned Barton Road Community Room for the start of the school year
- Started some deferred maintenance tasks
 - Concrete walks @ Barton Road between 1-11 (around the storm drain)
- Completed fire alarm testing at all 667 developments
 - Fixing “beeping” fire panel at Washington Street Community Room
- Completed Barton Road Inspection and half of the inspection work orders
- Turned the heat on for all developments
- Stripped and waxed floors at Washington Street Community Room
 - Cleaned/fixed any issues in the community room

Staff Updates- Training etc.

- August 18- July 15 - M.Williams attended the MPHA Training course “Legal Elements.”
- August 30- Director Sullivan attended her first SMEDA (Southeastern MA ED’s Association) board of directors meeting
- September 14 - M.Williams and H. Pimenta attended the MPHA Training course “Occupancy Cycle.”

CHAMP/Vacancies

- H.Pimenta continues the partnership with Beth, who specializes with CHAMP and Eileen regarding preference and priority
- Pulled two family lists 8/2/2022
- Pulled two elderly 8/9/22
- Pulled two family lists 9/20/2022
- Director Sullivan completed 11 Determination Status Hearings
- As of today, we have moved in 1 family to Barton Road.

Other

- **Police Station Parking Lot Update:** Should be completed by the end of September

Upcoming Training/Events

- MassNAHRO Fall conference will be held in person from November 13-15 at the DoubleTree Boston North Shore in Danvers, MA.
- Board Member Certification Program (MassNAHRO)
 - Ethics- September 24
 - Finance- October 15
 - Legal issues- November 19
 - Personnel- December 10
- PHA Budget Workshop Training- September 29
 - Trainer Teresa Ewald
 - This class is geared to Executive Directors, Administrative staff, Maintenance staff, and Board Members. It will cover all aspects of budget planning, regulations, preparation, and analysis/presentation of the annual budget for your housing authority.