

**ALLEGHENY COUNTY HOUSING AUTHORITY**

**Board of Directors Meeting AGENDA**

**June 20, 2025 — 10:30 A.M.**

**Central Office Board Room**

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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition / Proclamations
5. Employee of the Month
6. Public Comment on Agenda Items
7. Motion to Approve the May 16, 2025, Allegheny County Housing Authority Board of Directors Meeting Minutes
8. Old Business
9. Resolution No. 23 of 2025 – Requesting the approval and authorization for submission to HUD of the 2025-2026 Agency Plan.
10. Resolution No. 24 of 2025 – Requesting Approval to Close Thirty-two (32) Inactive Accounts at PNC Bank
11. Resolution No. 25 of 2025 – Requesting the approval to write off Collection Losses in the amount of \$37,830 from Tenant Accounts Receivable for the month of May
12. Resolution No. 26 of 2025 – Requesting the Approval of the Fiscal Year 2024 Single Audit
13. Resolution No. 27 of 2025 – Requesting the Approval for six-eight persons to attend the Emphasys Users Connect Conference in Orlando, Florida on October 26-29, 2025 (depending on funding)
14. Comment on General Items
15. Adjournment

Board Meeting  
June 20, 2025  
Agenda Item Number 9

**RESOLUTION NO. 23 OF 2025**

**A Resolution – Requesting the approval and authorization for submission to HUD of the 2025-2026 Agency Plan**

**WHEREAS**, HUD requires Public Housing Authorities to submit Agency Plans annually; and

**WHEREAS**, the ACHA has contracted with MaryAnn Russ to assist in the creation of said Agency Plan; and

**WHEREAS**, the ACHA has completed the necessary requirements to submit the plan;

**NOW, THEREFORE, BE IT RESOLVED**, by the Allegheny County Housing Authority:

**Section 1.** The 2025-2026 Agency Plan will be submitted to HUD prior to the July 18, 2025 deadline.

**Section 2.** The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the changes outlined in the resolution.

Approved as to form and content: \_\_\_\_\_

  
Richard Stephenson, Acting Executive Director

**Board Meeting  
June 20, 2025  
Agenda Item Number 10**

**RESOLUTION NO. 24 OF 2025**

**A Resolution – Requesting Approval to Close Thirty-two (32) Inactive Accounts  
at PNC Bank**

**WHEREAS**, the Allegheny County Housing Authority previously established multiple bank accounts with PNC to manage a variety of funds and program operations; and

**WHEREAS**, a review of these accounts has determined that thirty-two (32) of them are no longer in active use and are not required to remain open; and

**WHEREAS**, closing these accounts will streamline financial operations and reduce administrative burden;

**NOW, THEREFORE, BE IT RESOLVED**, by the Allegheny County Housing Authority:

**Section 1.** The Board hereby authorizes the closure of thirty-two (32) accounts currently held at PNC Bank that are no longer necessary for Authority operations, as listed in the attachment to this resolution.

**Section 2.** The Executive Director is hereby authorized to take such actions as are necessary to implement this resolution, including executing any required documentation to complete the closure of the accounts.

Approved as to form and content: \_\_\_\_\_

  
Richard Stephenson, Acting Executive Director

**Board Meeting  
June 20, 2025  
Agenda Item Number 11**

**RESOLUTION NO. 25 OF 2025**

**A Resolution – Requesting the approval to write off Collection Losses in the amount of \$37,830 from Tenant Accounts Receivable for the month of May**

**WHEREAS**, the amount of past due accounts of tenant rent for residents who no longer reside or have been evicted from the Allegheny County housing Authority for the month of May is \$37,830; and


**WHEREAS**, all reasonable means of collection have been exhausted:

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Allegheny County Housing Authority:

**Section 1.** That the approval to write off uncollectable rents is hereby approved.

**Section 2.** The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the changes outlined in the resolution.

Approved as to form and content:

  
\_\_\_\_\_  
Richard Stephenson, Acting Executive Director

Board Meeting  
June 20, 2025  
Agenda Item Number 12

**RESOLUTION NO. 26 OF 2025**

**A Resolution – Accepting the Fiscal Year 2024 Single Audit**

**WHEREAS**, The Department of Housing and Urban Development requires all Housing Authorities to undergo an annual audit in accordance with Single Audit Act; and

**WHEREAS**, The Allegheny County Housing Authority has engaged the Independent Public Accounting firm of Maher Duessel to conduct that audit; and

**WHEREAS**, Maher Dussel has provided a completed audit and a management letter to the Board of Commissioners and executive staff of the Allegheny County Housing Authority; and

**WHEREAS**, The Department of Housing and Urban Development requires the Board of Commissioners to accept the Fiscal Year Audit via Resolution;

**NOW, THEREFORE, BE IT RESOLVED**, by the Allegheny County Housing Authority:

**Section 1.** That the Fiscal Year 2024 Audit is hereby accepted.

**Section 2.** The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the resolution.

Approved as to form and content: \_\_\_\_\_

  
Richard Stephenson, Acting Executive Director



**RESOLUTION NO. 27 OF 2025**

**A Resolution – Requesting the Approval for six-eight persons to attend the Emphasys Users Connect Conference in Orlando, Florida on October 26-29, 2025 (depending on funding)**

**WHEREAS**, Emphasys Software will be hosting its annual users conference in Orlando, FL October 26-29; and

**WHEREAS**, said conference has historically been an opportunity for PHA staff for receive important updates on the use of the software, as well as training; and

**WHEREAS**, the ACHA IT director's registration will be reimbursed by ENUG;

**NOW, THEREFORE, BE IT RESOLVED**, by the Allegheny County Housing Authority:

**Section 1.** Travel is approved for 6-8 staff persons (pending funding), to the Emphasys Users Connect conference October 26-29, 2025 in Orlando, FL

**Section 2.** The Executive Director is hereby authorized and shall take such measures as may be necessary to implement the changes outlined in the resolution.

Approved as to form and content:



Richard Stephenson, Acting Executive Director