

L. Cornish added that the pilot on HRA properties will be adjusted, but this doesn't include the office building. She also reported that the account receivable number is primarily the result of CDBG and HCEC. Public housing owed money and DHCD owed formula funding. Last year HRA was paying out first and then getting reimbursed.

The Commissioners thanks A. Fox for all of his work especially in light of the COVID pandemic.

A. Fox thanked L. Cornish for her help and assistance with the entire audit process.

17-4151 Vote 6 in Favor; 0 opposed; 0 abstained

Financial review for nine months ending 6/30/2020:

L. Cornish began by explaining that the FISH formula funding column has been removed as it skewed the look of the report. The report now focuses on the admin and expenses that go along with it.

L. Cornish noted the following:

* **HRA Vacancies:** while still a problem, the situation is getting better. Seven at 6/30/20 (8% vacancy), 9 units empty at 03/30/20 (9% vacancy) and 10 units vacant (10% vacancy) at 12/31/19.

***SHA Vacancies:** There were 2 units at 6/30/20 (4% vacancy rate), 1 unit empty (2% vacancy) at 03/30/20 to 4 units empty (9% vacancy) at 12/31/19.

*Waivers are in place for for all units in HRA and SHA for this Quarter so there will be no penalties.

*HRA and SHA subsidy calculations are down because utilities were over budgeted.

*CDBG activity has typically been ahead of schedule for admin fees, but in 3rd quarter they fell behind by \$14,000.

*In Quarter 1 Admin Salaries are less than budget mainly due to hiring a property manager as a temp (1.5 FTE). Quarter 2 is showing .5 FTE down to budget in Admin Salaries, with 1 FTE added as a temp under Admin Contracts in COCC, which was budgeted for extra PM staffing under consulting in order to get the department under better control. A Maint position opened up and our temp took that position, so now down 1.5 PMs to Budget

Minutes: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the minutes of the August 3, 2020 regular meeting of the Board as amended.

Commissioner Atwood requested that the notation regarding Commissioner Slowinski's return to the meeting be moved after the Board voted on the architect contract agreement for approval of a secondary access at 241 Millers Falls Road.

17-4152 Vote 6 in Favor; 0 opposed; 0 abstained

AP Warrant: Commissioner Prest moved and Commissioner Brown seconded a motion to approve the accounts payable warrant for August 2020.

No discussion.

17-4153 Vote 6 in Favor; 0 opposed; 0 abstained

Contract for Building Improvements: Commissioner Prest moved and Commissioner Brown seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to accept a proposal in the amount of \$9,810 from Renaissance Excavating for the installation of a 55'x5' ADA-compliant asphalt walkway from the parking lot at HRA's main office to the rear walkway of the building.

G. Govoni reported changes were made to the scope of the building, making the project more cost effective. An ADA compliant pathway will be built from the parking lot to the back of the building, along with a ramp, making the back entrance more easily accessible to the Kulik Room. The work can be done by Renaissance Builders for \$9-\$10,000.

17-4154 Vote 6 in Favor; 0 opposed; 0 abstained

Fair Market Rents for FY21: Commissioner Atwood moved and Commissioner Brown seconded a motion to adopt the Fair Market Rents for use in the Franklin County according to the following schedule for use in the Housing Choice Voucher Program effective as of November 1, 2020:

The new FY 2021 Franklin County, MA FMRs for all Bedroom Sizes:
Final FY2021 & Final FY2020 FMRs By Unit Bedrooms

Year	FY 21	FY 20
Efficiency	\$886	\$842
1 bedroom	\$972	\$859
2 bedroom	\$1,245	\$1,095
3 bedroom	\$1,653	\$1,467
4 bedroom	\$1,781	\$1,577

K. Reardon reported that HUD updates these rents every year. There's been a significant increase this year. This was observed a few years ago where then there was a decrease the following year and then the rents stabilized for a few years afterward. These are in line with

how expensive apartments are at this time. Next year we will include these in a staff report instead of having as a vote.

17-4155 Vote 6 in Favor; 0 opposed; 0 abstained

FY21 Payment Standards for HCV Program: Commissioner Atwood moved and Commissioner Brown seconded a motion to adopt the proposed FY2021 Payment Standards for the HCV Program for use in Franklin County effective November 1, 2020.

Franklin County	FY20 FMR	FY20 PS	% of FMR	FY21FMR	Proposed FY21 PS	% of FMR	FY20 PS VS FY21
Efficiency	\$842.00	\$875.00	103.9%	\$886.00	\$970.00	109.4%	\$95.00
1 bedroom	\$859.00	\$915.00	106.5%	\$972.00	\$1,065.00	109.5%	\$150.00
2 bedroom	\$1,095.00	\$1,150.00	105%	\$1,245.00	\$1,365.00	109.6%	\$215.00
3 bedroom	\$1,467.00	\$1,500.00	102.2%	\$1,653.00	\$1,815.00	109.8%	\$315.00
4 bedroom	\$1,577.00	\$1,620.00	102.7%	\$1,781.00	\$1,950.00	109.4%	\$330.00
5 bedroom	\$1,813.00	\$1,860.00	102.5%	\$2,048.00	\$2,200.00	107.4%	\$340.00

K. Reardon reported that the payment standards are based on the fair market rents which need to fall between 90-110 %. These standards include all utilities as well. In order to bring make the program more accessible and affordable as possible, she has gone with the full 110%.

17-4156 Vote 6 in Favor; 0 opposed; 0 abstained

FY21 Utility Charts: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the updated utility allowances for use in the Housing Choice Voucher Program effective November 1, 2020.

K. Reardon reported that utilities are contracted in this area. They go into effect November 1, 2020.

17-4157 Vote 6 in Favor; 0 opposed; 0 abstained

Section 8 Amended Administrative Plan: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the Section 8 Administrative Plan as amended under IV Selection from the Waiting List PHA Policy.

K. Reardon reported that there are about 100 other agencies on the centralized Section 8 waitlist. This amendment states that HRA will not process an applicant if another agency has them, but if that applicant isn't processed after 2 months, then contact will be made to that originating agency to determine whether or not the applicant is still active.

17-4158 Vote 6 in Favor; 0 opposed; 0 abstained

Landlord Incentive Program: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the extension of the Landlord Incentive Program from 10/31/2020 to 5/1/2021.

K. Reardon reported that additional COVID funds have been received for Section 8. The funding has also been extended to the end of June 2021. This allows the program to extend funding to landlords until May 1, 2021. There has been great interest in this program.

17-4159 Vote 6 in Favor; 0 opposed; 0 abstained

Project Based Voucher Program Request for Proposals-#2020-01: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize HRA to request proposals from developers for the Project-Based Voucher (PBV) Program, accepting for up to eight (8) Vouchers for a new construction project in Sunderland, Massachusetts.

K. Reardon reported that 8 project based vouchers individuals residing or will be residing in the Town of Sunderland, needing supportive services. The project needs to be new construction with a minimum of 20 units.

17-4160 Vote 6 in Favor; 0 opposed; 0 abstained

Project Based Voucher Program Panel: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize HRA's Executive Director, Gina Govoni, to appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described in the Project-Based Voucher Program Request for Proposals – RFP #2020-01. This panel will, at a minimum, consist of the FCRHRA Board Chair or his or her designee, Director of Leased Housing and Director of the Housing Consumer Education Center.

K. Reardon reported that for each proposal received for the project based vouchers they need to go through a grading system to determine who will obtain them. A panel needs to be formed to follow this process. At a minimum the panel will include the HRA Board Chair or designee, Housing Consumer Rep., Executive Director and herself.

17-4161 Vote 6 in Favor; 0 opposed; 0 abstained

HRA Personnel Handbook: Commissioner Brown moved and Commissioner Cottrell seconded a motion to approve the HRA Personnel Handbook as amended.

G. Govoni reported that the Personnel Handbook Committee met in August to discuss and implement several updates to the handbook. She reviewed those with the board.

17-4162 Vote 6 in Favor; 0 opposed; 0 abstained

FY21 HCEC Contract: Commissioner Brown moved and Commissioner Prest seconded a motion to authorize Amanda Watson, Director of Housing and Consumer Education Program, to execute an amended contract between HRA and the Department of Housing and Community Development for all services provided under the Housing Consumer Education Center Program for services provided from **July 1, 2020** through **June 30, 2021**.

G. Govoni reported that HCEC received an additional one million dollars due to COVID. This money will allow the department to hire 2 additional HCEC staff in addition to the Housing Navigator position.

17-4163 Vote 6 in Favor; 0 opposed; 0 abstained

HRA Custodian Job Description: Commissioner Prest moved and Commissioner Atwood seconded a motion to approve the HRA Custodian job description as presented.

G. Govoni reported that an additional cleaning company has been hired until October to ensure that the entire building is being cleaned per the COVID guidelines and as recommended by staff. For budget reasons it may more of a financial savings to hire a part time custodian to administer the daily regular and COVID cleaning.

This will be a temporary position ending June 30, 2021.

17-4164 Vote 6 in Favor; 0 opposed; 0 abstained

Housing Navigator Job Description: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the Housing Navigator job description as a 30 or 37.5 hour position.

G. Govoni reported that she wasn't seeking a vote tonight as last minute funding hadn't allowed time to review whether or not this position could be increased from a part time 30 hour a week position to a full time 37.5 hour weekly position.

Commissioner Prest suggested that due to the uncertainty of the future board meeting schedule the Board vote to approve the job description as a 30 hour or 37.5 hour position.

17-4165 Vote 6 in Favor; 0 opposed; 0 abstained

Recommendation to remove Commissioner Sonya Hamdan: Commissioner Williams moved and Commissioner Prest seconded a motion to approve the removal of Commissioner Sonya Hamdan from the HRA Board of Commissioners, to occur on this day, Monday, September 14, 2020, after multiple attempts over a 6 month period were made to contact her in order to confirm her continuance as an HRA Board Commissioner; with no returned reply.

No discussion.

17-4166 Vote 6 in Favor; 0 opposed; 0 abstained

October Annual and Regular Meeting Schedule: Commissioner Brown moved and Commissioner Prest seconded a motion to approve the rescheduled date for the annual and regular HRA Board of Commissioners October meeting to Thursday, November 19.

17-4167 Vote 6 in Favor; 0 opposed; 0 abstained

3. STAFF REPORTS

Forty Six thousand dollars (\$46,000) of COVID relief funds has been received from the State. Thirty One thousand dollars (\$31,000) will go towards HRA and \$15,000 will go towards SHA. This money will help with building improvements.

The Cares Act Covid Related Childcare Reimbursement is allocating \$50,000 funding to create a plan for employees to be reimbursed for an increase in childcare costs related to COVID 19. Childcare costs are for dependent children of employees, where the children are under the age of 16. There will be a cap of \$7,500 per employee available from September 2020 to June 2021. Preference is for Section 8 employees, but the benefit will be available to everyone who has had increase in dependent care expenses.

4. OTHER BUSINESS

Leslie Brown RDI Update:

The RDI Board met on August 11, 2020.

DHCD approved an additional \$325,000 for the Sunderland Senior Housing Project. G. Govoni reported that the construction drawings are completed. The process for obtaining an investor will occur once there is a general contractor in place.

Additional topics discussed were updates to the process of refinancing CCLP, updates on GATV, the Charlemont Inn and RDI website changes.

G. Govoni added that there are 4 different programs for the use of RAFT funds. The estimated cost for installation of broadband at the Ashfield House has gone up to \$28,000, Michael Taylor is the newest Property Manager and that the biggest reason for vacancies are due to resident's passing away, but those situations have not been related to COVID.

A question was posed about employee recognition. G. Govoni stated that after getting some legal advice it has been decided that money from the section 8 CARES Act will be used as a one-time hazard pay for employees. Employees will receive 1% of their pay sometime in October from this Act. There will also be a scheduled Halloween Zoom party held on the afternoon of Friday, Oct. 30 with prizes for the best costume.

The board asked that G. Govoni inform staff that they really appreciate their time and work.

Board Member contact information:

No changes.

5. DOCUMENTS FOR INFORMATIONAL PURPOSES SENT VIA EMAIL:

- a) Addendum #3 to PHN 2020-17: Extension of Certain DHCD Required Certifications and Submissions Deadline.
- b) PHN 2020-29 Allocation of Supplemental Funding for Coronavirus Response.

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

7. DOCUMENTS USED

- 9/30/19 Financial Statement
- 6/30/20 Quarterly Operating Statement
- August 3, 2020 regular Meeting Minutes
- August 2020 AP Warrant
- Admin plan changes
- FY21 Fair Market Rent Documentation
- FY21 Payment Standard
- FY21 Utility Chart
- Project Based Voucher RFP
- Renaissance Excavating Proposal
- FY21 HCEC Standard Contract
- Custodian job description
- HRA Personnel Handbook v.14
- Staff Report
- August/September 2020 Newsletter

8. RESIDENT & PUBLIC PARTICIPATION

9. ADJOURNMENT

There being no further business, Commissioner Prest moved and Commissioner Slowinski seconded a motion to adjourn the meeting at 6:23 PM. The next annual and regular meeting of the HRA Board of Commissioners will be held on **Thursday, November 19, 2020** via Zoom.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gina Govoni".

Gina Govoni, Secretary Ex officio