



MINUTES
REGULAR MEETING –February 4, 2019

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **February 4, 2019** at the Franklin County Regional Housing and Redevelopment Authority Kulik Meeting Room , 241 Millers Falls Road, Turners Falls, MA 01376.

1. CALL TO ORDER

Commissioner Cottrell called the meeting to order at 5:07PM.

Commissioners Present: L. Brown S. Cottrell D. Prest
 S. Hamdan J. Atwood M. Slowinski
 J. Tuttle (by phone)

Commissioners Absent: None

Staff Present: W. Abrashkin J.Carey L. Cornish

Guest: F. Williams

Introductions were made among the Commissioners, welcoming potential HRA Board Commissioner Candidate, Faith Williams, to the meeting.

2. ACTIONS:

Minutes: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the minutes of the November 27, 2018 special meeting of the Board as prepared.

No discussion

17-257 Vote 6 in favor; 0 opposed; 1 abstaining

Minutes: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the minutes of the December 3, 2018 regular meeting of the Board as prepared.

17-258 Vote 6 in favor; 0 opposed; 1 abstaining

AP Warrant: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the accounts payable warrant for December 2018.

17-259 Vote 6 in favor; 1 opposed; 0 abstaining

AP Warrant: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the accounts payable warrant for January 2019.

17-260 Vote 6 in favor; 1 opposed; 0 abstaining

FCRHRA CFA 5001 Amendment 8- FY2021 Formula Funding Award: Commissioner Atwood moved and Commissioner Brown seconded a motion to authorize Sharon Cottrell, HRA Board Commissioner Chair, to execute contract amendment **#8** to Capital Improvement Work Plan **5001** in the amount of **\$129,423.00** in which this amendment funds the following and extends the contract dates of service from **June 30, 2020** to **June 30, 2021**.

No discussion

17-261 Vote 6 in favor; 0 opposed; 1 abstaining

DHCD #358103-Ceiling Removal & Replacement-Change Order #1 and Summary Letter: Commissioner Prest moved and Commissioner Brown seconded a motion to approve DHCD FISH Project #358103-Ceiling Removal and Replacement Change Order #1 by and between Bradley Architects, Inc. and Franklin County Regional Housing & Redevelopment Authority for units 73A & 73B South street, Bernardston, MA 01337, which contains an accounting of additional costs listed as 1.1, 1.2, 1.3, 4.1, 4.2, 4.3, 4.4

Commissioner Slowinski provided some clarification regarding the Change Order information.

17-262 Vote 6 in favor; 0 opposed; 1 abstaining

DCHC #358103-Ceiling Removal & Replacement-Change Order #2 and Summary Letter: Commissioner Prest moved and Commissioner Brown seconded a motion to approve DHCD FISH Project #358103-Ceiling Removal and Replacement Change Order #2 by and b between Bradley Architects, Inc. and Franklin County Regional

Housing & Redevelopment Authority for units 73A & 73B South street, Bernardston, MA 01337, which contains an accounting of additional costs for the framing of the ceiling grid to be independent of the kitchen cabinets as it was decided on site that the framing should not be attached to existing cabinets for ease in cabinet replacement in the future.

No discussion.

17-263 Vote 6 in favor; 0 opposed; 1 abstaining

Job Description (Director of Property Management and Procurement): Commissioner Prest moved and Commissioner Brown seconded a motion to approve the job description for Director of Property Management and Procurement.

A question was posed as to whether or not there would be a part time assistant to help Interim Director H. Mackay, with the procurement piece as it is a newly added responsibility to this job description.

It was confirmed that currently there is a part-time assistant who helps not only with the procurement piece but also with what's requested of him of the property management functions.

W. Abrashkin informed the Board that originally procurement was a job function of the Finance and Personnel Coordinator. He explained that procurement is a primary function of property management so it was a natural fit to incorporate it into this job description.

He further explained that M. Blake from Berkshire Housing will be working pro bono to offer guidance on revising the Finance and Personnel Coordinator Job Description and position.

17-264 Vote 6 in favor; 0 opposed; 1 abstaining

Citizen Security Contract: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to authorize the Interim Executive Director, as contracting officer, to accept the proposal by and between Citizen Security Services and Franklin County Regional Housing & Redevelopment Authority to upgrade current services to install 6 wall mount carbon monoxide sensors and 250 feet of 18 gauge/4 conductor fire alarm cable for equipment and installation cost of \$2,837.61 including one year service maintenance agreement, 24 hour daily self-test and no additional monthly monitoring fee's.

No discussion

17-265 Vote 6 in favor; 0 opposed; 1 abstaining

Contract for Interim Executive Director: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the amended contract for the Interim Executive Director position as proposed by DHCD.

Commissioner Atwood reviewed with the board that at the HRA December 3, 2018 board meeting; the Board approved hiring W. Abrashkin as the Interim E.D. In following DHCD procedure the contract was sent to them for final approval. Verbal approval was given and W. Abrashkin was officially employed as of January 2, 2019.

She reported that J. Carey made multiple email attempts to DHCD Housing Management Specialist, C. Gonzalez inquiring as to the return of the executed contract, and didn't receive a reply until January 18, 2019. The email stated that there were three specific issues with the contract that needed to be addressed before DHCD would sign off on it being:

1. The need to receive the extract minutes from the Board that approves the contract
2. The minor changes made by HRA Atty. F. Hardee, to a few sections of the contract should not have been made and needed to go back to the original wording of the contract.

J. Atwood reported that the wording of the contract has been changed to the original wording proposed by DHCD and W. Abrashkin agreed to sign the amended contract.

17-266 Voted 6 in favor; 0 opposed; 1 abstaining

Job Description for Executive Director: Commissioner Prest moved and Commissioner Brown seconded a motion to approve forwarding the current Executive Director Job Description, Board Approved 7-6-2015 Vote # 15-071 (version 1), to DHCD, as the job description to be used in hiring the permanent Executive Director.

The Board reviewed and discussed the 3 versions of the job description that was provided to them in their packet.

Commissioner Atwood informed the Board that there are mixed messages regarding the process for approving the Executive Director Job Description. DHCD states that they need to approve the job description and provides a template that should be

followed. MassNAHRO states that LHA's have control to make the final decision over their E.D. Job Descriptions.

Commissioner Atwood also reported that DHCD has the final decision in approving the job advertisement. She questioned the Board as to whether or not the job description should be posted along with the job advertisement.

Commissioner Atwood stated she would contact DHCD to obtain more clarification regarding the job advertisement and job description. It was determined by the Board that if the job advertisement was approved to be posted without the job description, then this would be tabled until the next HRA Board Meeting in March. If DHCD doesn't approve of the job advertisement being posted without the job description, then a special meeting will be scheduled.

17-267 Vote 6 in favor; 0 opposed; 1 abstaining

Job Description for Executive Director: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve submission of job description version 3 to DHCD for approval if DHCD does not approve job description version 1.

The Board determined If DHCD doesn't approve of version 1 which is the current job description, then she will provide them with version 3 which is a hybrid job description that combines version 1 and version 2 (DHCD template).

17-268 Vote 6 in favor; 0 opposed; 1 abstaining

Agreement for Executive Director Services between HRA and RDI: Commissioner Prest moved and Commissioner Slowinski seconded a motion to authorize an agreement for Executive Director Services between HRA and RDI in which the Interim Executive Director of HRA shall also serve as the Interim Executive Director of RDI, with all customary responsibilities and authority heretofore assumed and exercised by prior Executive Directors of the HRA in their roles as Executive Director of RDI.

W. Abrashkin advised the Board that this agreement was drafted during the first RDI Board Meeting he attended, as there wasn't any agreement found that explained the duties and responsibilities of the Executive Directors role with RDI.

17-269 Vote 6 in favor; 0 opposed; 1 abstaining

Executive Director, as signer on all HRA Bank Accounts: Commissioner Prest moved and Commissioner Slowinski seconded a motion to authorize Franklin County Regional Housing & Redevelopment Authority Executive Director, as signer on all HRA bank accounts.

No discussion

17-270 Vote 6 in favor; 0 opposed; 1 abstaining

Executive Administrative Assistant, as signer on all HRA Bank Accounts: Commissioner Prest moved and Commissioner Hamdan seconded a motion to appoint and authorize Franklin County Regional Housing & Redevelopment Authority Executive Administrative Assistant, as signer on all HRA bank accounts.

L. Cornish clarified that Commissioner Brown and Commissioner Cottrell will continue to be the primary signatories on all HRA bank accounts and that the Executive Administrative Assistant will approve all invoices.

17-271 Vote 6 in favor; 0 opposed; 1 abstaining

4. EXECUTIVE DIRECTOR'S REPORT

W. Abrashkin advised the Board that it is his practice to give a verbal report during board meetings rather than provide a written report. He informed the Board that staff is working hard and doing their jobs well and everything he's observed is encouraging.

He stated that some changes he's implementing is by aligning responsibilities to where they should be happening. By encouraging departments to take the lead on their responsibilities and not feel the need to constantly check in or forward work to the E.D. for approval. A goal of his is to ensure that the permanent E.D. comes into a well-organized Agency.

He reported that RDI has issued an RFP for consulting services to assist with keeping RDI financially stable and to define the relationship between HRA, RDI and the satellite organizations. He will report any progress to the Board at the March board meeting.

P. Byrnes from the Regional Housing Network has been assisting with providing contacts to conduct peer reviews of each departmental operation. P. Byrnes will work directly with the HCEC department. M. Blake from Berkshire Housing will be the H.R. consultant and F. Rodriguez from the Department of Mental Health will be consulting with the Leased Housing Department. We are still seeking a contact for the CDBG

department. The goal is for each department to receive feedback about how their department is functioning as a whole.

Questions were posed regarding staff's response to the peer reviews and how the information would be reported back to them.

W. Abrashkin stated he has spoken with staff and they are all very open to having the peer review done. The results will go to the director of each department who in turn will share that information with their staff.

A question was posed regarding how the organization was with its HUD funding.

W. Abrashkin stated that there is enough funds for March and April, with an additional month in reserves.

5. OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown reported that the RDI Board met on January 29, 2019 as a special board meeting in which they approved an RFP to seek consulting services of up to \$30,000 and to continue consulting services with B. Breitbard for an additional \$8,000.

She also reported that RDI will not be meeting in February.

Public Housing Notice 2018-23- ANUEL and Management Fee Increase

No discussion

Public Housing Notice 2019-01: Revisions to PMR Criteria for 1st Publishing Year

No discussion

Public Housing Notice 2019-02: Common Housing Applications for Massachusetts Public Housing (CHAMP) Update

No discussion

FY22 Formula Funding Award

No discussion

Board Member contact information:

No changes

6. STAFF REPORT:

Staff Report for the month of December and January was provided to the Board.

No discussion

7. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

L. Cornish informed the board that when the budget was approved in October, the certificates to approve the annual operating budget for state-aided housing for both MRVP and HRA weren't ready for signing. She stated nothing has changed with the budget since it was approved in October.

Annual Operating Budget for State-Aided Housing FY19: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the proposed Operating Budget for State-Aided Housing of the **Franklin County Regional Housing Authority** (i.e. 400-1, 400-9, 400-A, 689, MRVFP) Program **MRVP** for the fiscal year ending **9/30/2019** showing total revenue of **\$252,152** and total expenses of **\$251,710** thereby requesting a subsidy of **\$0** be submitted to the Department of Housing and Community Development for its review and approval.

17-272 Vote 7 in favor; 0 opposed; 0 abstaining

Annual Operating Budget for State-Aided Housing FY19: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the proposed Operating Budget for State-Aided Housing of the **Franklin County Regional Housing Authority** (i.e. 400-1, 400-9, 400-A, 689, MRVFP) Program **400-1** for the fiscal year ending **9/30/2019** showing total revenue of **\$602,959** and total expenses of **\$602,130** thereby requesting a subsidy of **\$227,267** be submitted to the Department of Housing and Community Development for its review and approval.

17-273 Vote 7 in favor; 0 opposed; 0 abstaining

8. DOCUMENTS USED

- Minutes of the Special meeting held November 27, 2018
- Minutes of the Regular meeting held December 3, 2018
- AP Warrant for December 2018
- AP Warrant for January 2019
- Formula Funding 2021 award
- DHCD #358103-Ceiling Removal & Replacement Change Order #1
- DHCD #358103-Ceiling Removal & Replacement Change Order #2
- Director of Property Management & Procurement Job Description
- Citizens Security Services Contract
- Amended Contract for Interim Executive Director
- HRA Executive Director draft Job descriptions
- Agreement for Executive Director Services between HRA & RDI
- Public Housing Notice 2018-23
- Public Housing Notice 2019-01
- Public Housing Notice 2019-02
- Formula Funding FY22
- Staff Report December 2018
- Staff Report January 2019
- NAHRO Newsletter December 2018
- NAHRO Newsletter January 2019
- NERC JOURNAL January 2019

8. ADJOURNMENT

There being no further business, Commissioner Atwood moved and Commissioner Brown seconded a motion to adjourn the meeting at 6:35PM. The next *regular* meeting of the HRA Board of Commissioners is scheduled for **March 4, 2019 at 6:00PM** located at the Franklin County Regional Housing and Redevelopment Kulik Meeting Room , 241 Millers Falls Road, Turners Falls, MA 01376.

Respectfully submitted,



William H. Abrashkin, Secretary ex officio