



B. Parkin asked, as a general question, whether exit interviews or surveys were done and if so, what the results were. The board decided to discuss that during other business.

S. Cummings asked whether the pay range for HCEC Director had been changed. It had not.

B. Parkin requested that the board be sent a copy of the previous job description. It will be emailed. M. Leger-Small explained that red-lined versions of updated job descriptions are ordinarily distributed, but the changes in this case were too extensive for a red-lined version to be helpful.

16-021 Voted 7 in favor; 0 opposed; 0 abstaining

Job Description: Commissioner Hoer moved and Commissioner Parkin seconded a motion to approve the job description for Executive Administrative Assistant as prepared.

F. Pheeny explained that this position is being created as a result of the changes being made to how HRA will handle procurement. Because Matthew Leger-Small as the Chief Procurement Officer will need more time to focus on procurement (as well as human resources and hearing officer responsibilities), the Executive Administrative Assistant position will take on the administrative and board-related tasks that Matthew used to perform. F. Pheeny added that because more of Matthew's time will now be billed project-specifically, the new position will not have a large effect on the budget.

S. Cottrell asked what had happened to the Assistant Executive Director position. F. Pheeny answered that that position had been eliminated, and many of its duties shifted to the Administrative Coordinator. She added that the new Director of Finance will also be taking on many of the duties formerly held by the Assistant Executive Director, as well as some inherited over the years by the Administrative Coordinator and by the Executive Director.

J. Banks asked about the education requirement, stating that she felt the job was bigger than that requirement suggested. F. Pheeny and M. Leger-Small agreed that a Bachelor's degree had been required due to the polished correspondence and project management skills required, but in the many revisions may have been lost.

B. Parkin moved and L. Hoer seconded a motion to amend the Executive Administrative Assistant job description to change the Education and Experience section to require a Bachelor's degree.

S. Cummings pointed out that if the Executive Administrative Assistant position requires a Bachelor's degree, then positions higher than it should also require a Bachelor's degree, and asked whether that was the case already. The location of Executive Administrative Assistant on the organizational chart was discussed, as were potential advantages of leaving the position as-presented. J. Banks suggested that the board not amend the educational requirements, and approve the position as-presented for now, with the understanding that the Personnel Committee will be conducting a review of all positions in the organization.

16-022 Voted 0 in favor, 7 opposed, 0 abstaining

The amendment having been rejected, the Board then voted on the original motion.

16-023 Voted 6 in favor; 1 opposed; 0 abstaining

Amendment #5 to GeoSite contract: Commissioner Parkin moved and Commissioner Hoer seconded a motion to authorize the Executive Director to execute amendment #5 to the contract between GeoSite Inc. and Franklin County Regional Housing and Redevelopment Authority (FCRHRA) for HQS inspection services to extend the time of performance to April 30, 2016.

M. Leger-Small explained that HRA has not had appropriate procurement controls in the past. Department heads traditionally tracked the expiration of contracts, and turnover at that level has caused challenges. He discovered that HRA's agreement with GeoSite, Inc. had expired. However, it is his understanding that HRA will remain in compliance with procurement laws by extending that contract to April 30<sup>th</sup>. HRA will be soliciting quotations for these services in March, in order to approve in April the execution of a new contract starting May 1 in order to have only one inspection service, rather than the current two.

F. Pheeny added that HUD is expected to release new inspection standards this summer, which will be more stringent and require that the inspection companies be certified in the new standards. Those certifications will be part of the RFI process, so HRA will not need to redo procurement for inspection services after the new standards are released.

S. Hamdan asked whether electronic tracking of contracts was possible. M. Leger-Small replied that it was, indeed, and that he is already working to set up a system. F. Pheeny added that the lack of an effective contracts log came up on the most recent audit, and that this is another reason the agency needs a person focused on procurement.

16-024 Voted 7 in favor; 0 opposed; 0 abstaining

Engineering Work Order: Commissioner Hoer moved and Commissioner Parkin seconded a motion to authorize the Executive Director to execute DHCD Work Order No. 1603 authorizing Reinhardt Associates, Inc. to perform design services and work implementation for paving improvements for 667-5 Stoughton Place, 705-3 Oaklawn Family Housing, and 705-1 Charlemont Family Housing.

F. Pheeny gave a review of public housing formula funding, and explained that HRA has historically used less than 50% of the funds to which it was entitled according to DHCD calculations. Not only does not spending the funds mean that improvement projects do not get done, but with the push from DHCD now to regionalize capital improvement projects, HRA's under-use of its funding suggests that it needs another housing authority to oversee its capital needs projects. Leaving that category is one of many reasons that the agency is now focused on procurement.

16-025 Voted 7 in favor; 0 opposed; 0 abstaining

Capital Improvements Contract: Commissioner Parkin moved and Commissioner Hoer seconded a motion to authorize the Executive Director to execute a contract by and between the Franklin County Regional Housing and Redevelopment Authority and Patrick Kaltner Construction in an amount not to exceed \$11,200, effective as of 03/08/2016 for window replacement at 705-3 Oaklawn Family Housing (Project #358092).

16-026 Voted 7 in favor; 0 opposed; 0 abstaining

Capital Improvements Contract: Commissioner Parkin moved and Commissioner Hoer seconded a motion to authorize the Executive Director to execute a contract by and between the Franklin County Regional Housing and Redevelopment Authority and LaRoche Construction, Inc. in an amount not to exceed \$12,375, effective as of 03/08/2016 for roof replacement at 705-2 Northfield Family Housing (Project #358089).

16-027 Voted 7 in favor; 0 opposed; 0 abstaining

3. OTHER BUSINESS

Third Sector Northeast

F. Pheeny gave an update about Third Sector Northeast. They will be visiting the agency on March 22<sup>nd</sup> to begin the process of improving morale and team building. Third Sector will meet with an already-existing committee made up of line staff members from each department, as well as with management and the Executive Director. A date will then be set for an all-staff team building meeting in early April.

Posting Minutes

The Commissioners discussed potential benefits and drawbacks of having meeting minutes, once approved, be posted on the website. It was agreed that, although there was some risk that the practice might create overwhelming questions, the positive potential for feedback and engagement was worthwhile. Additionally, it is already common practice for public boards to post minutes, and upcoming changes to public records law may mandate the practice. The sense of the Board was that it would be acceptable to post minutes on the website, once approved.

Employee Exit Survey Process

F. Pheeny and M. Leger-Small explained the current exit survey process. Employees who leave HRA have a conversation with Matthew, which primarily centers on whether HRA could have done anything differently or whether the employee leaving has anything they want HRA to know. In the few cases where problems are identified, Matthew follows up with the Executive Director, and typically then with the department director. However, there is no formal record or metric-based approach to exit surveys. The Board discussed the benefits of a more formal system, and agreed that the Personnel Committee would begin with reviewing job descriptions, but with an eye to implementing a more formal, metric-based satisfaction survey type system.

Public Housing Notice

F. Pheeny explained that DHCD is about to implement training for LHA board members, and the first step in ensuring HRA's compliance is to collect accurate and up to date email and street addresses for each board member. The board members present provided that information.

4. REPORTS

F. Pheeny briefly reviewed the staff reports as distributed prior to the meeting.

5. DOCUMENTS USED

- Minutes of the regular meeting held 02-01-2016
- AP Warrant 02-2016
- Staff report dated 03-03-2016
- HCEC Director job description
- Executive Administrative Assistant job description

- Amendment No. 5 to the agreement between GeoSite, Inc. and HRA
- Contract between LaRoche Construction and HRA, and approval documentation
- Contract between Patrick Kaltner Construction and HRA, and approval documentation

6. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 7:00 P.M.

*The next regular meeting of the HRA Board of Commissioners is scheduled for April 4, 2016 at 6 P.M. at the Greenfield Savings Bank located at 282 Avenue A, Turners Falls, MA 01376.*

Respectfully submitted,

Frances Pheeny, Secretary ex officio