



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

MINUTES
REGULAR MEETING – May 2, 2016

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on May 2, 2016 at the HRA office located at 42 Canal Road, Turners Falls, MA.

1. CALL TO ORDER

Commissioner Banks called the meeting to order at 6:07 P.M.

Commissioners Present: J. Atwood J. Banks S. Cottrell
 S. Hamdan L. Hoer D. Prest
 J. Tuttle (remote)

Commissioners Absent: L. Brown S. Cummings B. Parkin

Staff Present: F. Pheeny M. Taft-Ferguson

J. Tuttle participated in the meeting via remote participation due to personal illness.

2. EXECUTIVE SESSION. Commissioner Banks reviewed the agenda for the meeting. Commissioner Prest moved and Commissioner Hoer seconded a motion to enter executive session to discuss complaints brought against an employee.

16-041 Voted by roll call with all Commissioners responding "Aye", none opposed, and none abstaining. The Board entered executive session at 6:08 PM. The Board reconvened in regular session at 7:03 PM at which time the Chair announced that one vote had been taken in executive session, the vote to adjourn.

J. Tuttle left the meeting at 7:00 PM.

3. ACTIONS

Minutes: Commissioner Prest moved and Commissioner Atwood seconded a motion to approve the minutes of the April 11, 2016 regular meeting of the Board as prepared.

16-043 Voted 6 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Atwood moved and Commissioner Hoer seconded a motion to approve the accounts payable warrant for April 2016.

16-044 Voted 6 in favor; 0 opposed; 0 abstaining

Contact Information

S. Cottrell's contact information had changed.

Rental Assistance • Housing Development • Housing Management • Community Development
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

Equal Housing Opportunity

Credit Card Policy: Commissioner Atwood moved and Commissioner Hoer seconded a motion to approve and adopt the Credit Card Policy as prepared for use by all departments.

F. Pheeny explained that the recent AUP audit highlighted that the agency's credit card policy was not strong. Although DHCD will not be using that AUP audit, the recommendation to improve the credit card policy is nevertheless a good idea. The agency's accountants recommended a draft version of the policy presented to the Board, which was then edited slightly to make it appropriate for HRA.

The Board discussed also establishing agency accounts with vendors, and improvements to the purchasing system overall. The Board also clarified that in section 13, "48 hours" should be understood to mean 48 business hours.

16-045 Voted 6 in favor; 0 opposed; 0 abstaining

Cell Phone Policy: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve and adopt the Cell Phone Policy for use by all departments.

F. Pheeny explained that it was important to review and update the cell phone policy to reflect the use of texting, data plans, etc. now that the agency has updated the phones used by maintenance and other staff.

S. Cottrell asked whether staff used their personal phones and if so whether they are reimbursed. F. Pheeny answered that there had been a stipend system in place, but that part of the reason for upgrading the agency's cell phones was so that staff would not need to use personal phones. Because all agency documents are public record, it is necessary to have a separate work phone in order to keep staff member's personal correspondence separate from what is public record.

Commissioner Atwood moved and Commissioner Prest seconded a motion to amend the cell phone policy as prepared to include the line "all use of cell phones while driving must comply with current state and federal law" in the Driving section.

16-046 Voted 6 in favor, 0 opposed, 0 abstaining

The board then came to a vote on the motion to approve and adopt the Cell Phone Policy.

16-047 Voted 6 in favor, 0 opposed, 0 abstaining

Job Description: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the job description for Community Development Administrative Assistant as prepared.

F. Pheeny explained that when Madelaine moved to her new position, the CD department decided to change the admin assistant job description. The staff worked to change the description; the position is now 18 hours per week and more in line with what the department needs. It is necessary to have one position focused on client intake, and an administrative assistant is also crucial during the grant writing period. F. Pheeny added that the hours required of the person in this position may exceed 18 per week during grants, but never to 30 or 40 and never for more than a week or two at a time.

16-048 Voted 6 in favor; 0 opposed; 0 abstaining

Job Description: Commissioner Prest moved and Commissioner Atwood seconded a motion to approve the job description for Part-Time Housing Counselor as prepared.

F. Pheeny explained that a part-time position has been in the HCEC budget for some time, but no job description had been developed and the position was never filled. As the agency expands both with the Western Massachusetts Homeownership Collaborative and as a HUD counseling agency, it would be helpful to fill this position.

D. Prest asked how the functions of the position were currently performed. F. Pheeny answered that they largely were not; the agency does not do much housing counseling. A staff person does double duty as both a housing counselor and a stabilization worker. Now that there are only three families in the motels that staff person is going to transition back to full-time counseling, but one position cannot do the variety or amount of counseling that the agency is contracted to do under its HCEC contract. Bringing an additional part-time position on board will allow the agency to have a more consistent calendar and better one-on-one counseling available. More support with data management will also be extremely helpful.

16-049 Voted 6 in favor; 0 opposed; 0 abstaining

CEDAC Consulting Agreement Amendment: Commissioner Atwood moved and Commissioner Hoer seconded a motion to authorize the Executive Director to execute a consultant agreement amendment in connection with the Home Modification Loan Program amending paragraph 6b of the original agreement to provide for a total maximum payment to HRA in an amount not exceed \$11,000 for services performed under the contract, representing an increase of \$2,000.

F. Pheeny explained that the contract amount is being increased due to the increased volume of cases being referred to HRA.

16-050 Voted 6 in favor; 0 opposed; 0 abstaining

Wage Match for State Housing Program Tenants: Commissioner Atwood moved and Commissioner Hoer seconded a motion to approve and adopt Public Housing Notice 2016-09 Wage Match for State Housing Program Tenants, dated April 27, 2016 regarding the use of DHCD's web based system for conducting a Wage Match for State Housing Program tenants, and to authorize the Chair and Executive Director to execute the notice.

F. Pheeny explained the wage match program. HRA must run a report to match the income reported by tenants with what is reported by the Department of Revenue. This is an ongoing process; signing the Public Housing Notice certifies that HRA is complying with the wage match program requirements.

16-051 Voted 6 in favor; 0 opposed; 0 abstaining

Annual Operating Budget for State-Aided Housing Revision: Commissioner Prest moved and Commissioner Atwood seconded a motion that the proposed Operating budget for State-Aided Housing of the Franklin County Regional Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for Fiscal Year Ending 9/30/2016 showing Total Revenue of \$347,338.00 and Total Expenses of \$620,829.00, there by requesting a subsidy of \$265,095.00 be submitted to the Department of Housing and Community Development for its review and approval.

F. Pheeny explained that the budget is being revised to reflect DHCD's decision regarding an exception to the public housing operating budget. Although the exception was denied, DHCD did allow an increase of \$21,000, which will allow HRA to take less money out of reserves.

16-052 Voted 6 in favor; 0 opposed; 0 abstaining

Consent to Transfer of Equity: Commissioner Prest moved and Commissioner Hoer seconded a motion (1) That the Authority agrees to consent to the Assignment and Assumption of Equity Interest and Amendment to Partnership Agreement and as a Lender and the holder of a note and mortgage as described in the Consent Certificate of Franklin County Regional Housing and Redevelopment Authority to consent to such assignment and assumption, both documents are attached hereto as Exhibit A and Exhibit B,;

(2) To authorize the Chair or Treasurer of the Authority to enter into, execute and deliver the Consent Certificate of Franklin County Regional Housing and Redevelopment Authority and other such related instruments and documents as are necessary or desirable to accomplish any of the foregoing actions in his/her sole discretion, that he/she determines to be in the best interests of the Authority.

F. Pheeny explained that the Crocker Cutlery project has reached year fifteen of its tax credits and that the tax credit investors have asked to exit. Because HRA has a loan in the project, HRA needs to consent to allow the exit and to transfer that equity from the tax credit investors to RDI.

16-053 Voted 6 in favor; 0 opposed; 0 abstaining

4. OTHER BUSINESS

No other business.

5. REPORTS

F. Pheeny highlighted that two new staff members have been hired this month. Jenna Day will be the new HCEC Director. She worked with the agency for several years, leaving in 2003, and was one of the first HCEC Directors in the state. The agency is very excited to have her on board. Jen Morrow has been hired as the new CD Administrative Assistant.

The new phone and internet system is working well, and the agency no longer has trouble with frequent outages.

6. DOCUMENTS USED

- Minutes of the regular meeting held 04-11-2016
- AP Warrant 04-2016
- Credit card policy
- Cell phone policy
- Job description for Community Development Administrative Assistant
- Job description for Housing Counselor
- Consultant agreement amendment for CEDAC HMLP contract
- Public Housing Notice 2016-09
- Consent Certificate of Franklin County Regional Housing and Redevelopment Authority
- Staff report dated 05-02-2016

7. ADJOURNMENT

There being no further business, Commissioner Banks adjourned the meeting at 7:49 P.M.

The next regular meeting of the HRA Board of Commissioners is scheduled for June 6, 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