



HUD Form 519999 (General Depository Agreement): Commissioner Parkin moved and Commissioner Slowinski seconded a motion to authorize the Vice Chair and the Secretary (Executive Director) to execute a General Depository Agreement by and between HRA and Greenfield Savings Bank (see *Form HUD 519999 (10/2014) for full motion text*).

D. Nelson explained that this agreement must be on file with the bank. Neither HRA nor the bank had a copy available, although one was signed in 2009. The issue was brought to light as part of the ongoing HRA audit.

17-035 Voted 7 in favor; 0 opposed; 0 abstaining

Procurement Policy: Commissioner Tuttle moved and Commissioner Parkin seconded a motion to approve the revised Franklin County Regional Housing and Redevelopment Authority Procurement Policy as prepared.

Typos were noted for correction. F. Pheeny explained that procurement law had recently changed; the changes to the policy are to bring it in line with law and to reflect the fact that the Finance Director is the CPO.

17-036 Voted 7 in favor; 0 opposed; 0 abstaining

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

F. Pheeny explained that the department name is changing from Asset Management, which is unclear to many, to Property Management, which is much more descriptive of the work HRA does. She noted that the previous job description did not give the full scope of the work expected, and that emphasis had been added for budgeting/reporting. There are already three solid candidates and interviews have begun.

The Board discussed the transportation requirements, and whether or not to include that a driver's license be required. Ultimately it was decided to amend the job description to include more detail.

Amendment: Job Description (Director of Property Management): Commissioner Parkin moved and Commissioner Brown seconded a motion to amend the foregoing motion to add that the job description state that the incumbent have access to reliable transportation and be able and willing to drive to properties across Franklin County.

17-037 Voted 7 in favor; 0 opposed; 0 abstaining

The amendment having carried, the Board then came to a vote on the original motion.

17-038 Voted 7 in favor; 0 opposed; 0 abstaining

Job Description (Executive Administrative Assistant): Commissioner Tuttle moved and Commissioner Slowinski seconded a motion to approve the job description for Executive Administrative Assistant as revised.

No discussion.

17-039 Voted 7 in favor; 0 opposed; 0 abstaining

Office Closure (July 3<sup>rd</sup>): Commissioner Parkin moved and Commissioner Brown seconded a motion to authorize the closure of the HRA office on July 3, 2017 and to designate that day as a paid holiday under the HRA personnel policy.

F. Pheeny assured the Board that staff would be made aware that the day would be paid holiday time, and that notices would be posted on the HRA website, front door, and in the Recorder.

17-040 Voted 7 in favor; 0 opposed; 0 abstaining

Enter Executive Session: Commissioner Atwood reviewed the agenda for the meeting. Commissioner Prest moved and Commissioner Slowinski seconded a motion to enter executive session to consider the purchase, exchange, lease or value of real property, the public discussion of which may have a detrimental effect on the negotiating position of HRA.

17-041 Voted 7 in favor; 0 opposed; 0 abstaining

The Board entered executive session at 6:33 PM. The Board reconvened in regular session at 6:45 PM at which time the Chair announced that two votes had been taken in executive session including the vote to adjourn.

#### 4. EXECUTIVE DIRECTORS REPORT

F. Pheeny asked D. Nelson to give a report to share with the Board some issues that have been discovered during the course of the HRA audit and general ledger cleanup and to illustrate the amount of work that is required.

D. Nelson reviewed issues with the fees earned accounts, having to do with the CDBG program. Deposits were not consistently recorded in the general ledger and were sometimes double counted. Journal entries were also not made in an efficient way. Correcting all that takes a great deal of time for even one account, and there are many.

Another issue also arose during the audit in the FSS program accounts, again having to do with transactions not recorded in the general ledger. After a great deal of investigation the variance is now down to about \$19,000; that will continue to be investigated and corrected but will not be an issue for the audit.

F. Pheeny reiterated that the Finance team does a phenomenal amount of work and is getting results. She asked him to give this report to the Board because she expects that this year's audit will have findings. The most significant finding, though, is entirely out of HRA's control and has to do with the pension system. The regulations (GASB 68) assume all agencies have a fiscal year-end of June 31; when agencies do not (as HRA does not) they fall afoul of requirements that the pension valuation be done within 60 days of FYE. Since the Franklin Regional Retirement System performs those audits, HRA has no control over the timing. HRA is working with its auditors to find a way to fight that, as a finding around GASB 68 can have implications for the federally-funded Section 8 program.

Finally, F. Pheeny officially notified the Board of a potential conflict of interest having to do with re-siding her house. The contractor also does work with the Housing Rehabilitation program, although as per the terms of that program, HRA has no contract with the contractors. Because HRA does handle the payments, however, it is best to just disclose the matter.

5. OTHER BUSINESS

Presentation by RDI board member Leslie Brown

L. Brown summarized the May RDI meeting. A lot of conversation revolved around the proposed FY18 budget that F. Pheeny put together; the RDI Board also discussed office space issues.

D. Nelson left the meeting at 7:10 P.M.

RDI also discussed the Sunderland senior housing development project it has begun, and Ashfield House tax abatement issues.

RCAT Advisory Board Notice

The notice was provided for the Board's attention.

NLIHC summary of federal budget proposals

F. Pheeny highlighted the proposed change in the calculation of affordable rent (to 35% of income from 30% of income) and proposed addition of a \$50 minimum monthly payment, both of which could be devastating for HRA tenants. Most HRA programs are not federally funded, but the Section 8 program is solely federally funded. She also noted the unexpected proposed elimination of the USDA rural housing program, which HRA has historically worked with quite a bit. F. Pheeny will be writing letters to the federal delegation and asking the Board to sign on to those as well. Finally, she noted that HRA will not be able to front money in the case of a government shutdown: HRA pays out \$300,000 per month to landlords through the Section 8 program, and its total reserves, many of which cannot be touched, are around \$600,000.

Staff reports

The Board briefly reviewed the staff reports.

Board member contact information

No board member contact information had changed

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None.

7. DOCUMENTS USED

- Minutes of the regular meeting held 05-01-2017
- AP Warrant 05-2017
- HUD Form 519999 General Depository Agreement
- Revised procurement policy
- Revised Director of Property Management job description
- Revised Executive Administrative Assistant job description
- RCAT Advisory Board quarterly meeting agenda (June 7, 2017)
- NLIHC summary of proposed federal budget
- Staff report dated May 31, 2017
- Executive Director performance review report
- FFS Escrow Savings and FFS Escrow Balance Bank Statement and GL Analysis
- GL Reconciliation Fees Earned Account
- Disclosure of Appearance of Conflict of Interest Form for F. Pheeny

8. ADJOURNMENT

There being no further business, Commissioner Parkin moved and Commissioner Brown seconded a motion to adjourn the meeting at 7:24 P.M. *The next regular meeting of the HRA Board of Commissioners is scheduled for July 10, 2017 at 6 P.M. at Greenfield Savings Bank located at 282 Avenue A, Turners Falls.*

Respectfully submitted,

Frances Pheeny, Secretary ex officio