



### 3. EXECUTIVE DIRECTOR'S REPORT

Before F. Pheeny presented her report, she noted that the Chair had an announcement. Commissioner Banks announced that she has accepted a position at DHCD as Assistant Undersecretary for the Division of Housing and Stabilization. The Board congratulated her on the position. She has been discussing the matter with the ethics division, but will in all likelihood not be able to continue to serve on the HRA Board once she begins at DHCD (July 31<sup>st</sup>). F. Pheeny thanked Commissioner Banks for the tremendous amount of work she has done for HRA during her time as Chair.

F. Pheeny reported that the state public housing budget has been level funded this year, but planned increases to the MRVP program have taken substantial hits. The MRVP program has not updated its rental limits, which make it very difficult for voucher holders to find apartments even in this county. She noted that public housing reform got an increase of \$150K to create a centralized online waiting list; she expected that to have little impact on the western part of the state.

She noted that several major changes have been made to Agreed Upon Procedures and audits, which will require many changes in operations and procedures. The personnel policy will have to be updated, which was already on the agenda but HRA must also limit how much vacation time can be accrued and paid out. She will be asking the board to form a personnel committee soon, so as to have the policy changed before the HRA audit starts. Other changes include changes regarding the GASB68 issue and the need to have a coherent, comprehensive inventory listing.

She announced that Timothy Dowd is the new Director of Property Management and Development. He has more than thirty years of experience. RCAT is scheduled to tour all public housing properties with him and will orient him on the various software systems used to manage capital improvements.

### 4. ACTIONS

Minutes: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to approve the minutes of the June 5, 2017 regular meeting of the Board as amended.

17-047 Voted 5 in favor; 0 opposed; 1 abstaining (J. Banks)

AP Warrant: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the accounts payable warrant for June 2017.

No discussion.

17-048 Voted 3 in favor; 1 opposed (J. Tuttle); 2 abstaining (S. Hamdan, J. Banks)

FY18 RAFT Contract: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the Chair or Vice Chair to execute a contract with DHCD for the operation of the RAFT program in Franklin County from July 1, 2017 to June 30, 2018, and to authorize the Executive Director to execute the Signatory Agreement to Advanced Funding.

J. Day explained that right now RAFT is budgeted at \$15 million, rather than \$13 million, and that HRA's share has increased to 3% from 2% of the state total. F. Pheeny noted that that increase is in large part thanks to how J. Day changed management of the program; HRA now expends funding more rapidly and provides services to more families. J. Day added that HRA has the lowest expenditure per family statewide (approximately \$2100 per family vs the statewide average of around \$2800). Some of that is

due to the low cost of living, but HRA also reaches families sooner, before the crises get deeper. At that rate, HRA will serve 50 additional families this year, with the increase to 3%.

17-049 Voted 6 in favor; 0 opposed; 0 abstaining

The HCEC department has also been working on marketing and outreach materials, examples of which were distributed to board members.

FY18 HomeBASE Contract: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the Chair or Vice Chair to execute a contract with DHCD for the operation of the HomeBASE program in Franklin County from July 1, 2017 to June 30, 2018, and to authorize the Executive Director to execute the Signatory Agreement to Advanced Funding.

J. Day explained that there were no major changes to the program this year and HRA has been level funded. As part of the New Lease program, HRA just assisted 20 families to move out of shelter and into Leyden Woods. HRA will provide stabilization services. The Board discussed the recent renovations to Leyden Woods.

17-050 Voted 5 in favor; 0 opposed; 1 abstaining (J. Banks)

New Lease MOA: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the Executive Director to execute a Memorandum of Agreement by and between HRA and New Lease for Homeless Families, Inc. regarding the provision of supportive services for certain families transitioning into permanent housing.

J. Day explained that the New Lease program works to add additional support for HomeBASE families who move into tax credit properties (like Leyden Woods). HomeBASE provides 12 months of supportive counseling; New Lease can add up to 3 months of stabilization past that as needed.

17-051 Voted 5 in favor; 0 opposed; 1 abstaining (J. Banks)

J. Day left the meeting at 7:13 P.M.

HCV Annual Plan: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to approve submission to HUD of the HRA annual plan for the Housing Choice Voucher program and to authorize the Chair or Vice Chair to execute the Certifications of Compliance with PHA Plans and Related Regulations.

F. Pheeny noted that the annual plan remained substantially the same as last year.

17-052 Voted 6 in favor; 0 opposed; 0 abstaining

Renew a Contract (Fire Detection Services): Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the Executive Director to execute a contract by and between HRA and Cebula Electronics Corp – Fire Detection Systems to provide fire detection services to specified HRA properties starting on June 1, 2017 and ending on May 31, 2018 for an amount not to exceed \$7,840 per year.

No discussion.

17-053 Voted 6 in favor; 0 opposed; 0 abstaining

Public Records Access Guidelines: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to adopt the Public Records Access Guidelines as prepared.

F. Pheeny explained that as of July 1, 2017 regulations state that all housing authorities will need these guidelines in place. The guidelines here were adapted very slightly from a sample policy provided by the attorneys that did the NAHRO training on the subject.

17-054 Voted 6 in favor; 0 opposed; 0 abstaining

Equal Opportunity Officer: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to appoint the Executive Director as Equal Opportunity Officer as per 760 CMR 4.05.

F. Pheeny explained that the agency needs to have a designated EO officer. She has the training.

17-055 Voted 6 in favor; 0 opposed; 0 abstaining

CORI Policy: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to approve the revisions of Appendix B of HRA's CORI Policy, adding Timothy Dowd and removing Tracy Miner.

No discussion.

17-056 Voted 6 in favor; 0 opposed; 0 abstaining

Additional Signatories: Commissioner Tuttle moved and Commissioner Atwood seconded a motion to authorize the addition of Jenna Day, HCEC Director, and/or Glen Ohlund, Director of Community Development, as signatories on HRA bank accounts as described below, and to authorize the Chair, Treasurer, and/or Executive Director to execute any and all authorizations necessary to add the signatories.

F. Pheeny explained that when Commissioner Banks steps down, only F. Pheeny and Commissioner Brown will be signatories on the accounts. Should anything happen, the agency needs to be able to conduct business. Neither manager would have authority on accounts related to their own departments.

She added that in her opinion, it would be in the agency's interest to always have an on-site backup signatory, even when the new Chair is added. The default arrangement would be for the ED and a Board member to sign, one of the managers and a Board member in the ED's absence, and both Board members if all staff were unavailable. In no case could Jenna Day and Glen Ohlund be the only signatures on a check, individually or together—the Executive Director, Chair, or Treasurer would always need to have also signed.

17-057 Voted 6 in favor; 0 opposed; 0 abstaining

## 5. OTHER BUSINESS

Presentation by RDI board member Leslie Brown

In addition to what was covered in F. Pheeny's report, contracts have been finalized with Valley CDC for the Sunderland development. RDI has a grant from CEDAC for predevelopment costs and is waiting on soil test results to determine how viable the project will be.

An appeal has been filed regarding Ashfield House tax abatement. An application is being prepared for the refinancing of Crocker Cutlery. Finally, the GATV matter is being covered by insurance, which has retained the law firm of Nixon Peabody.

Regional regulations trainings

Regional trainings for EDs and staff are planned. These are not the same as the trainings the Board just completed.

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

F. Pheeny informed the Board that a staff gathering is planned for August 17<sup>th</sup> and the Board is invited to attend.

The Chair appointed Commissioners Atwood and Parkin to serve on a Nominating Committee to nominate officers and possible new board members for the annual meeting.

7. DOCUMENTS USED

- Minutes of the regular meeting held 06-05-2017
- AP Warrant 06-2017
- FY18 RAFT contract and attachments
- FY18 HomeBASE contract and attachments
- HCV annual plan
- Cebula Fire Detection System 2017-2018 contract
- HRA Public Records Access Guidelines, timeline, fact sheet, voluntary request form
- Email re: regulations regional trainings
- Staff report dated June 30, 2017
- New Lease MOA
- Revised CORI policy appendix B

8. ADJOURNMENT

There being no further business, Commissioner Brown moved and Commissioner Hamdan seconded a motion to adjourn the meeting at 7:35 P.M. *The next regular meeting of the HRA Board of Commissioners is scheduled for August 7, 2017 at 6 P.M. at Greenfield Savings Bank located at 282 Avenue A, Turners Falls.*

Respectfully submitted,

Frances Pheeny, Secretary ex officio