

Currently the Agency doesn't have the financial means to hire an additional employee for this position.

She stated she has spoken with two of her Finance team members regarding some additional changes and duties to their current position. Both were open and felt confident with taking on additional work duties.

L. Cornish stated that her recommendations are to have Manager's be responsible for posting positions, hiring, scheduling and completing staff evaluations and to work closely with their team to ensure that any issues that arise are being documented and handled effectively and correctly. She also stated that the Manager's would report directly to the Executive Director regarding any questions or concerns.

She went on to report that the Employee Handbook, CheckWriters, and employee insurance will now be the responsibility of Staff Accountant, D. Gray. Payroll will now be the sole responsibility of the Bookkeeper, B. Bushee.

L. Cornish indicated that the Managers will need to be more accountable for their team members in that they will be the first line of discussion with the employee. She would also like to have, once again, weekly scheduled manager meetings that will be a time in which personnel issues can be discussed with all managers as well as the Executive Director to ensure everyone is aware of what is happening in each department and in which will allow for everyone to be on the same page for decision making. Deferral to the group discussion should be indicated to the team member by the manager before any decision is relayed to the team member to discourage incorrect policy interpretation.

In summary, L. Cornish stated that the added responsibilities will take away from some of her staff's daily responsibilities. It is expected that the additional Personnel Coordinator duties can be kept at 15 hours or less.

Commissioner Prest stated that she feels it's vital that someone has an eye on the compliance issues to ensure that the Agency doesn't miss something, such as an employee complaint, or something with the hiring process or resource issue. Employee complaints should be made first to their direct manager, but next level complaints should be made to L. Cornish or the Executive Director.

L. Cornish advised the Board that current Personnel Coordinator, H. Mackay, has everything organized regarding the hiring process.

Commissioner Prest stated that CheckWriters has a resource for L. Cornish to look into and she is also available to be contacted to assist with any questions.

Commissioner Brown recommended training for Manager's to assist with knowing when they may need assistance and when a situation should be raised to the next level.

Communication of these changes to be made in the next Manager's meeting followed with a communication to the full team.

HRA Personnel Handbook Section 6.2.1 Accrual of Vacation Leave: Commissioner Atwood moved and Commissioner Slowinski seconded a motion to approve the amended HRA Personnel Handbook Section 6.2.1 Accrual of Vacation Leave.

No discussion

17-292 Vote 5 in favor; 0 opposed; 1 abstaining

Endorsement to restore the Statewide Rent Arrearage Program: Commissioner Atwood moved and Commissioner Prest seconded a motion to approve the endorsement to restore the Statewide Rent Arrearage Program.

174-293 Vote 6 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

L. Cornish reported that the 1st quarter results are in and there's a concern about the CDBG Departments revenue. It is very low compared to previous 1st quarter reports. She stated that this may be in part to it being winter, which is typically a slow period for rehabilitation projects. She will be meeting with Community Development Director, G. Ohlund again to evaluate whether or not revenue will begin to increase. A more thorough breakdown is needed from G. Ohlund to see how much, if any revenue will be received for this department.

She explained that there is a possibility that funds can be extrapolated from loan contracts that are closing, which may help make up for the shortfall. At the May board meeting she will be able to advise the Board of where finances are at for the ½ year close. She further explained that by not meeting the first quarter total causing it to be very, very low, this will impact budget to actual of about \$100,000.

L. Cornish informed the Board that she is unaware as to whether or not there is padding in the numbers for this current budget as she wasn't involved in pulling it together. Her hope is that with the 2nds half she will have a better understanding of what is needed to be done to get even by the end of the year.

L. Cornish also reported that there are a few other avenues she's looking into pursuing to help with covering the financial losses. One is allocating rent from Section 8 management fees and the other being reimbursed for administrative fees of \$58,000 from the SHA Kitchen and Bathroom project which was originally a FISH Project. The project changed to a CDBG grant through Shelburne Falls, written by Breezeway Farms. A meeting is being requested with L. Overing from Breezeway Farms, to obtain information on how the project went from a DHCD FISH Project to a grant project and why it didn't include admin fees.

W. Abrashkin stated that he has contacted T. Brennan from Pioneer Valley Planning Commission (PVPC), who referred him to J. Mazik also of PVPC, to do an analysis of the CDBG program. J. Mazik will report his findings back to L. Cornish and the Board.

4. EXECUTIVE DIRECTOR'S REPORT

W. Abrashkin reported that the AED Defibrillator, which is currently located in the main lobby will be donated to the Turners Falls Fire Department. There is too much required regarding being trained to use this device as well as being costly to maintain it. In May there will be CPR training scheduled for all staff to attend.

W. Abrashkin provided the Board with updated information regarding the RDI Boards interviewing and hiring consultant, W. Carter, to determine whether it is possible for RDI to continue as a financially viable organization. This is due in part that RDI hasn't done any development work in several years, which resulted in not obtaining any development fees. The only current project is Sunderland Senior Housing.

There is a Development Meeting scheduled for April 4, 2019 that will be inclusive of staff from Way Finders, Housing Management Resources, Greenfield Housing Authority, Valley CDC, Consultant, B. Breitbart and RDI Director, L. Dunlavy and Director of Community Development, G. Ohlund, to begin brainstorming development opportunities, generate interest, activity and determine next steps.

Commissioner Atwood proposed that A. Larose from FRCOG be considered to invite to the development meeting as she may have some leads and good insight to share. Commissioner Atwood will forward A. Larose contact information to J. Carey.

W. Abrashkin reviewed the Public Housing Notice 2019-07- Request for Information: Creation of Regional Housing Authority Entities. He will work on the responses with the goal of presenting it to the Board at the May meeting.

5. OTHER BUSINESS

Leslie Brown RDI Update: Commissioner Brown reported that RDI had a special meeting March 19, 2019 in which interviews were conducted by phone for two received consultant proposals. She also reported that the paperwork was not filed for the One Stop Application regarding the Sunderland Project because order of conditions for environment was appealed by the abutter.

W. Abrashkin may proceed with contacting the paper to see if it will entertain and open.

Jessica Atwood provides update on Executive Director Search: Commissioner Atwood spoke with C. Gonzalez and L. Taylor from DHCD regarding the two boards approved E.D. job descriptions, as well as, the salary range of the E.D. They stated that they can't approve, nor can they not approve the job descriptions. While they are aware that there are additional duties associated with the Agency, they don't quite have an understanding of them and how those duties contribute to the salary of the E.D. Until there is an understanding of how the Agency works, they stated they can't sign off on the job description.

The Board discussed how to move forward with interviewing and hiring candidates without an approved salary range and job description. The Board agreed to provide the candidates with a salary range of \$89,000-\$94,000 which is within the range according to DHCD's Local Housing Authority Executive Director Salary Calculation Worksheet effective for fiscal years beginning: July 1, 2017, October 1, 2017, January 1, 2018, April 1, 2018 and to move forward with providing the candidates with the revised 2015 job description that the Board of Commissioners approved at the regular March meeting.

Commissioner Atwood reported that 40 applicants applied for the E.D. position. The next steps are for the HRA E.D. Search Committee to meet, review the applications and determine which one's meet the requirements and be asked for an interview. Once that process is completed, the HRA E.D. Search Committee will hold the first round of interviews either through Skype, conference call or in person. The finalists will be interviewed by all Boards, with the HRA Board of Commissioners making the final decision for hire.

Commissioner Atwood made a large print Thank You card for Jonathan Tuttle. J. Carey will obtain gift ideas from his friend, S. Tracy.

G. Ayers will not be joining the Board as it didn't appear to be a good fit for him.

Commissioner Slowinski will be unable to attending the June 3 HRA Board Meeting.

Commissioner Brown will be unable to attend the May 6 and the July 1 HRA Board Meeting.

Public Housing Notice 2019-04- Revised Income Limits for Admission & FMR's for Continued Occupancy

No discussion.

Public Housing Notice 2019-05- Regional Capital Assistance Team (RCAT) Program Waivers

No discussion.

Public Housing Notice 2019-06- LHAs Performing Biennial Rent-Re-Determinations for Chapter 667 Elderly Housing: Clarification Regarding Implementation of Cost Of Living Adjustment (COLA) Increase- Required Refund of Rent

No discussion.

Public Housing Notice 2019-07- Request for Information: Creation of Regional Housing Authority Entities

W. Abrashkin reviewed during his Executive Director Report.

No further discussion.

Board Member contact information:

No changes

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

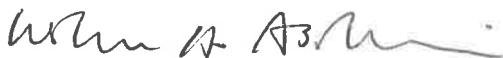
7. DOCUMENTS USED

- Minutes of the regular meeting held March 4, 2019
- AP Warrant for March 2019
- Staff Report March 2019
- Revised HRA Personnel Handbook Section 6.2.1 Accrual of Vacation Leave
- Packet-Endorsement to restore the Statewide Rent Arrearage Program
- Article-Sunderland ZBA Ok's Permit for Senior Housing Project Slated for North Main Street
- Revised Public Housing Notice 2019-04
- Public Housing Notice 2019-05
- Public Housing Notice 2019-06
- Public Housing Notice 2019-07
- Approved Executive Administrative Assistant Job Description
- Department of Housing & Community Development Local Housing Authority Executive Director Salary Calculation Worksheet
- NAHRO News March/April 2019

8. ADJOURNMENT

There being no further business, Commissioner Atwood moved and Commissioner Brown seconded a motion to adjourn the meeting at 7:15PM. The next *regular* meeting of the HRA Board of Commissioners is scheduled for **May 6, 2019 at 5:30PM** 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