



**MINUTES  
REGULAR MEETING – August 7, 2017**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **August 7, 2017** at the HRA office located at 42 Canal Road, Turners Falls, MA.

**1. CALL TO ORDER**

Commissioner Atwood as Vice-Chair called the meeting to order at 6:00 P.M.

Commissioners Present: J. Atwood                      L. Brown  
   S. Cottrell                      S. Hamdan J. Tuttle  
   B. Parkin                      M. Slowinski D. Prest

Commissioners Absent: None

Staff Present:                      J. Carey                      D. Nelson                      F. Pheeny  
   M. Taft-Ferguson      K.Reardon

Guests:                              M. Guyder

**2. FY 16 AUDIT PRESENTATION**

**FY16 Audit:** Commissioner Prest moved and Commissioner Parkin seconded to accept the HRA audit for fiscal year 2016 as prepared by Guyder Hurley PC as written.

The board invited Mike Guyder to present the FY16 Audit. The audit had 3 findings: Two dealing with internal controls due to the total staff turnover and the other to do with the timing of actuarial valuations of the retirement system. A detailed breakdown of the HRA's issue with the retirement system reporting, which has to do with the timing of the actuarial valuation as it relates to the Authority's fiscal year end of September 30th.

•GASB 68 requires that an employer participating in a cost-sharing pension plan report it's proportional share of the pension liability in part by relying upon an bi-annual actuarial valuation that is not more than 30 months and a day from the employer's year end

The most recent actuarial valuation being conducted January 1, 2016 and relied upon for the retirement system's years ending December 31, 2016 and December 31, 2017, the gap between the valuation date and the reporting date of the participating employers for each of the two years that they rely on that reporting is as follows:

	6/30 year ends	9/30 year ends
Year 1	18 months	21 months
Year 2	30 months	33 months

•This has been the challenge for all 9/30 year-end employers in Massachusetts and a good number of 12/31 year-ends. The solution in most cases has been to use an actuarial valuation date that is that is one day after the end of the first fiscal year as opposed to 12 months prior.

17-059 Voted 8 in favor; 0 opposed; 0 abstained

**ACTIONS:**

**Minutes:** Commissioner Prest moved and commissioner Parkin seconded a motion to approve the minutes of the July 13, 2017 regular meeting of the Board as prepared.

17-060 Voted 7 in favor; 0 opposed; 1 abstaining

**Minutes:** Commissioner Parkin moved and Commissioner Brown seconded a motion to approve the minutes of the July 25, 2017 special meeting of the Board as prepared.

17-061 Voted 7 in favor; 0 opposed; and 1 abstaining

**AP Warrant:** Commissioner Brown moved and Commissioner Cottrell seconded a motion to approve the accounts payable warrant for July 2017.

17-062 Voted 6 in favor; 2 opposed; 0 abstaining

**MRVP Administrative Plan:** Commissioner Brown moved and Commissioner Cottrell seconded to adopt the MRVP administrative plan prepared by the Department of Housing and Community Development.

Katelyn Reardon presented the first ever MRVP(Massachusetts Rental Voucher Program ) administrative plan. She explained the difference between MRVP and Section 8. MRVP is a state funded program, whereas Section 8 is a federally funded program. The MRVP program is a smaller program compared to Section 8. It provides HRA with 41 vouchers vs.579 vouchers provided for Section 8.

She continued to inform the board that previously the plan followed provided information that was vague. Just recently the regulations have been compiled into a large packet and clearly explain all of the regulations that are to be followed.

17-063 Voted 8 in favor; 0 opposed; 0 abstaining

**Add Signatories (Greenfield Savings Bank):** Commissioner Brown moved and Commissioner Parkin seconded to adopt the resolutions as regard the Greenfield Savings Bank and the HRA accounts held there as specified in Vote #17-057 with signers defined as Francis Pheeny, Leslie Brown and Jenna Day or Glen Ohlund as specified in vote #17-057

17-064 Voted 8 in favor; 0 opposed; 0 abstaining

**Add Signatories (Greenfield Cooperative Bank):** Commissioner Parkin moved and Commissioner Brown seconded to adopt the resolutions as regard the Greenfield Cooperative Bank and the HRA accounts held there as specified vote in #17-057, with signers defined as Frances Pheeny, Leslie Brown and Jenna Day.

17-065 Voted 8 in favor; 0 opposed; 0 abstaining

**CEDAC Consulting Agreement Amendment:** Commissioner Parkin moved and Commissioner Prest seconded 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 in an amount not exceed \$27,700 for services performed under the contract, representing an increase of \$4,800 and to amend paragraph 10 of the original agreement to extend the term of the agreement through 6/30/2018.

17-066 Voted 8 in favor; 0 opposed; 0 abstaining

**CHAPA HUD Housing Counseling Sub-Grant Agreement:** Commissioner Prest moved and Commissioner Brown seconded to authorize the Executive Director as contracting officer to execute a Code of Conduct and Sub-Grant Agreement by and between HRA and Citizens' Housing and Planning Association (CHAPA), as a HUD Grantee, for HUD housing counseling services provided between October 1, 2016 and September 30, 2017 for a grant of \$7,000. New contracts have to be executed.

17-067 Voted 8 in favor; 0 opposed; 0 abstaining

**Travel Policy:** Commissioner Parkin moved and Commissioner Brown seconded to approve and adopt the new Travel Policy as prepared. The policy was rewritten to streamline and identify what travel is to be considered. A few examples are airfare, workshops and trainings, certificate programs, etc.

17-068 Voted 8 in favor; 0 opposed; 0 abstaining

**Cori Policy:** Commissioner Tuttle moved and Commissioner Brown seconded to approve the revision to HRA's Cori policy regarding the age of screened applicants. Currently the policy reads as "**CORI shall be limited to the information recorded as the result of the initiation of criminal proceedings or any consequent related proceedings regarding individuals having attained the age of 17. If a person younger than 17 years old is adjudicated as an adult, CORI shall include information to that adjudication.**"

The motion put forth is to change the individual age from 17 years of age to 18 years of age.

17-069 Voted 8 in favor; 0 opposed; 0 abstaining

### **3. EXECUTIVE DIRECTOR'S REPORT**

F. Pheeny discussed the staff report and reviewed the HCV program chart under the proposed Federal budget. She informed the board that the chart shows that the budget will impact our most vulnerable clients. Families making \$12,499 and below will be forced out of Section 8 because they won't have an income high enough to pay the \$50 minimum. They will lose utility reimbursements along with having a 35% increase of their rent. This may also impact families receiving food stamps, providing them with even less money for rent. F. Pheeny will be sending a letter to the Congressional Delegation with data on how the Federal budget will negatively affect Section 8 families. She asked that each board member send a letter as well. F. Pheeny further expressed that it is being said that no admin will be impacted. However, if the used vouchers go down, then it will impact the admin fee. This is by far the largest income generating program in our agency. Open positions won't be able to be filled and significant layoffs, agency-wide, will occur because they are the biggest contributor to the COCC which pays all admin staff.

F. Pheeny also updated the board regarding the status of the sale of the FCRHRA building at 42 Canal Road. She was asked to provide a lot of information to DHCD and has done so but has not received any reply. She is working with the legislators to determine the best course of action.

### **4. OTHER BUSINESS**

#### **Presentation by RDI board member Leslie Brown:**

RDI is asking F. Pheeny to speak with DHCD regarding covering the costs of moving and relocating the FCRHRA building. L. Brown stated that until F. Pheeny hears back from DHCD, RDI will make no final decision and will table this matter. Beginning next month (September) there will be a discussion regarding the budget.

### **Volunteer Program:**

F. Pheeny presented to the board an interest in starting a volunteer program. It would be a program that would have community volunteers to help with HRA properties. Other HA also have volunteer programs that assist, for example, with trimming hedges, mowing lawns, etc. Further research is being done to explore insurance implication and other legalities. She emphasized that the goal for such program is to connect with the community, raise positive visibility, increase tenant and community relations.

### **Staff Reports:**

The board briefly reviewed the staff reports.

### **Board Member Contact Information:**

No board contact information had changed

### **DOCUMENTS USED**

- Minutes of the Regular Meeting held on 7/13/17
- Minutes of the Special Meeting held on 7/25/17
- FY16 Audit
- Greenfield Cooperative Bank Signatories form
- Greenfield Savings Bank Signatories form
- AP Warrant
- MRVP Administrative Plan
- CEDAC Consulting Agreement Amendment
- CHAPA HUD Housing Counseling Sub-Grant Agreement
- Travel Policy
- Cori Policy
- Executive Director Report
- Staff Reports

### **ADJOURNMENT**

There being no further business, Commissioner Slowinski moved and Commissioner Brown 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 September 11, 2017 at 6 P.M. at Greenfield Savings Bank located at 282 Avenue A, Turners Falls.*

Respectfully submitted,

Frances Pheeny, Secretary ex officio