



**MINUTES
REGULAR MEETING –April 6, 2020**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **April 6, 2020** via Zoom.

1. CALL TO ORDER

Commissioner Cottrell moved and Commissioner Williams seconded a motion to call the meeting to order at 4:46PM.

Commissioners Present: D. Prest L. Brown M. Slowinski
 F. Williams J. Atwood S. Cottrell

Absent: S. Hamden

Staff Present: G. Govoni J. Carey L. Cornish

Guest: None

2. ACTIONS:

Minutes: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the minutes of the March 9, 2020 regular Board Meeting as amended.

There's one typo (a name) which will be corrected.

17-4113 Vote 6 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Williams moved and Commissioner Slowinski seconded a motion to approve the accounts payable warrant for March 2020 as presented.

Payment to Renaissance Builders was clarified.

17-4114 Vote 6 in Favor; 0 opposed; 0 abstained

FISH Project 358121-lowest bid-Bernardston Window Project: 73 South Street: Commissioner Brown moved and Commissioner Williams seconded a motion to authorize Executive Director, Gina Govoni, as contracting officer, to accept and approve the quote package of the low responsive and responsible bidder, Hamshaw Lumber, for \$12,230.81 for FISH project 35821-Bernardston Window Project at 73 South Street.

No discussion.

17-4115 Vote 6 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

G. Govoni provided an overview of the staff report.

COVID-19:

HRA is currently closed to the public. Some staff continues working in house on alternating schedules. Most staff has the ability to remote from home. There is a secure drop box for the public to access when dropping off rent checks, paperwork, etc.

The Agency has limited personal protective equipment and we are doing the best we can with ensuring staff safety that come in contact with residents and clients. All community rooms and kitchens area closed. We are continuing to seek guidance from DHCD. DHCD is requesting housing authorities to track expenses related to COVID, but they haven't committed to reimbursement of such expenses.

There are confirmed cases among HRA properties and staff. A concern is that residents are not quarantining or following guidelines and socializing.

As of April 4, 26% of March rent has not been paid. Some residents misunderstood the moratorium on evictions to be a moratorium on paying rent, and thought no rent was due 120 days. Property Management has contacted those residents who are late. The Board thanked G. Govoni and the staff for all of their hard work and for keeping them apprised of how the agency is running during this time of COVID-19.

DHCD stated that there should be more COVID related CDBG money coming. Specifics are not known at this time.

RAFT:

MassHousing added an additional \$5 million dollars state wide to respond to COVID cases. They are seeking an additional \$50 million dollars.

Sunderland Senior Housing One Stop Application:

The architect from David Square met with G. Govoni and L. Baker in early March at the SSH project site. He was pleased with the site and with the level of preparation. He's been in touch with DHCD daily to process the applications and stay on track.

Regionalizing:

Collaborative discussions with SHA and the GHA continue. An agreement has been signed between HRA and Judy Weber from VIVA Consulting, to work with the Agency in exploring regionalization. J. Weber will work on an hourly basis. Commissioner Williams has experience with working with J. Weber and feels she is an excellent choice for this mission.

Audit:

L. Cornish reported that the audit occurred the week before the COVID shut down. Contact has continued through virtual means. EFPR is still in need of getting licensed to work in Massachusetts.

COVID Related FMLA/PFMLA:

We are adopting the required FMLA programs under the Families First Coronavirus Response Act. Being a business of fewer than 50 employees we opted out of the paid childcare expansion of the PFMLA. A memo was sent to all employees explaining this exemption and the other coverage information.

Finance:

L. Cornish reported that the H.R. piece of the COVID-19 has taken up a considerable amount of her time. There are programs she needs to look into to take advantage of. Some may be applicable to RDI.

We're looking into a document imaging software to help assist with working from home, especially the Section 8 department. This would also allow all invoices to be entered electronically.

G. Govoni stated that there was a call scheduled in early March regarding the potential funding reduction to the HomeBASE Program. That call has been postponed. Once this call is rescheduled we will be requesting that funding levels remain intact as an increasing number of families will need HomeBASE assistance due to the crisis.

4. OTHER BUSINESS**Leslie Brown RDI Update:**

Commissioner Brown reported that while the RDI didn't hold their strategic planning meeting on March 20, they did meet via conference regarding the GATV lawsuit. Attorney F. Hardee joined the call, and at her recommendation, the board agreed to hire an attorney that has more direct experience in this type of matter.

The Sunderland Senior Housing project is moving forward.

The strategic planning meeting is tentatively scheduled for June.

Proposed Board Dates:

The Board agreed not to hold our May board meeting at Stoughton Place in Gill as it is unknown at this time how long we will be in self-quarantine due to the COVID-19 virus.

Our September board meeting is tentatively scheduled to be held at Stoughton Place, Gill.

Board Member contact information:

No changes.

5. DOCUMENTS FOR INFORMATIONAL PURPOSES:

PHN 2020-07-2020-14 via email

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

FY2020 HUD Income Limits: Commissioner Atwood moved and Commissioner Brown seconded a motion to approve the new HUD released Income Limits for FY 2020 effective April 1, 2020 to be implemented for all HRA's programs.

17-4116 Vote 6 in favor; 0 opposed; 0 abstaining

7. DOCUMENTS USED

- March 9, 2020 Regular Meeting Minutes
- March 2020 AP Warrant
- HRA Policy of Resident and Public Participation
- Memo PR: FMLA expansion COVID-19
- VIVA Consulting, LLC proposal
- 358121-Bernardston South street-Bid Tab-RCAT recommendation
- FY 2020 Income Limits
- Staff Report

8. RESIDENT & PUBLIC PARTICIPATION

9. ADJOURNMENT

There being no further business, Commissioner Williams moved and Commissioner Slowinski seconded a motion to adjourn the meeting at 5:16 PM. The next *regular* meeting of the HRA Board of Commissioners will be held on **Monday, May 4, 2020**; time and location TBD.

Respectfully submitted,



Gina Govoni, Secretary Ex officio