



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

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**MINUTES
Regular Meeting – January 24, 2022**

The Franklin County Regional Housing and Redevelopment Authority Board of Commissioners conducted the regular meeting of the Authority on **January 24, 2022** via Zoom.

1. CALL TO ORDER

The regular meeting of the HRA Board of Commissioners was called to order at 4:06 p.m. .

Commissioners Present (via roll call):

L. Brown M. Slowinski F. Williams M. Cucchiara S. Cottrell S. Worgaftik

Absent: None

Staff Present: G. Govoni J. Devanski N. Sauber L. Cornish

Guest: M. McClintock, Community Action Pioneer Valley

Introductions were made to newest Board Commissioner, S. Worgaftik and guest, M. McClintock.

All Votes were taken via roll call.

2. ACTIONS:

Minutes: Commissioner Slowinski moved and Commissioner Cucchiara seconded a motion to approve the minutes of the December 6, 2021 regular meeting of the Board as presented.

No discussion.

17-4272 Vote 6 in favor; 0 opposed; 0 abstaining

AP Warrant: Commissioner Slowinski moved and Commissioner Cottrell seconded a motion to approve the accounts payable warrant for December 2021.

No discussion.

17-4273 Vote 6 in favor; 0 opposed; 0 abstaining

Revised FY22 Budget: Commissioner Brown moved and Commissioner Cottrell seconded a motion to approve the FY22 budget as revised.

L. Cornish reported that the budget needed to be revised due to significant changes to the RAFT and ERAP Program admin funds. The admin on the ERAP program was understood to be unrestricted. DHCD then informed RAAs that only 12% of the admin can be used as overhead unless a negotiated rate with the federal government had already been in place. A question was raised regarding why HRA does not already have a negotiated rate with the federal government. G. Govoni stated that this was due to the small proportion of federal contracts that HRA has in place historically and is something to consider as the agency moves forward.

G. Govoni added with RAFT and COVID RAFT we were earning 18.95% as admin fees. When the state removed the cap regarding how much a household could receive, admin fees are proportionately much less.

17-4274 Vote 6 in favor; 0 opposed; 0 abstaining

SHA Merger Update:

G. Govoni reported that DHCD's response to the merger proposal has been received. She highlighted the following:

1. DHCD is giving a budget exemption to allow the hiring of a 5th maintenance person. This new staff member will be joining HRA on February 7, 2022.
2. Augmentation provided for SHA operating reserves bringing them to a compliant standpoint, which will assist with HRA not having to fund SHA operating reserves.
3. Additional funding for legal costs and consultant costs to assist with the merger process. Attorney Pricilla Chesky is drafting enabling legislation.
4. Additional funding for technology will be used to improve Wi-Fi capability on 3 sites so remote participation can enable and encourage more resident participation.

G. Govoni also reported that the reserve augmentation for SHA will not occur until the regionalization is completed. The legislation may be able to be changed within the next few months. It was noted that since this is an election year, come July new legislators will be focusing on their new district and the legislation could no longer be on their radar, so the timing of the legislation should be prioritized now. This will be discussed further at the joint board meeting scheduled for February 28, 2022.

Franklin County 5001 Amendment #11 Formula Funding Award: Commissioner Slowinski moved and Commissioner Brown seconded a motion to authorize the Chair of the HRA Board of Commissioners, Faith Williams, to execute Amendment **#11** to the Contract for Financial Assistance (CFA) **5001** funds the following and extends the contract dates of service from **June 30, 2023** to **June 30, 2025**.

<u>Project #</u>	<u>Scope</u>	<u>Award Amount</u>	

	FY2024 Formula Funding award	\$149,247.00	
	FY2025 Formula Funding award	\$149,247.00	
358133	COVID Office improvements	\$10,000	
CFA	Current CFA	Revised CFA	Change
5001	\$1,768,467.75	\$2,076,961.75	+\$308,494.00

G. Govoni explained that these funds are already a part of the Capital Improvement Plan. This is a confirmation of those funds.

17-4275 Vote 6 in favor; 0 opposed; 0 abstaining

FY2022 Payment Standards for Franklin County: Commissioner Cucchiara moved and Commissioner Williams seconded a motion to adopt the proposed FY2022 Payment Standards for the HCV Program for use in Franklin County effective January 10, 2022 as granted via a waiver from HUD in order to adopt the payment standards up to 120% of the FMR instead of the regular 110%.

Franklin County	FY21 FMR	FY21 PS	% of FMR	FY22FMR	Proposed FY22 PS	% of FMR	FY21 PS VS FY22
Efficiency	\$886.00	\$970.00	109.4%	\$798.00	\$957.00	119.9%	-\$13.00
1 bedroom	\$972.00	\$1,065.00	109.5%	\$909.00	\$1,090.00	119.9%	\$25.00
2 bedroom	\$1,245.00	\$1,365.00	109.6%	\$1,160.00	\$1,391.00	119.9%	\$26.00
3 bedroom	\$1,653.00	\$1,815.00	109.8%	\$1,488.00	\$1,785.00	119.9%	-\$30.00
4 bedroom	\$1,781.00	\$1,950.00	109.4%	\$1,672.00	\$2,006.00	119.9%	\$56.00
5 bedroom	\$2,048.00	\$2,200.00	107.4%	\$1,922.00	\$2,306.00	119.9%	\$106.00

G. Govoni explained that these are the proposed standards for the Housing Choice Voucher Program. These standards are set by HUD annually.

17-4276 Vote 6 in favor; 0 opposed; 0 abstaining

CHAMP Congregate Housing Changes: Commissioner Slowinski moved and Commissioner Williams seconded a motion to adopt the Housing Situation Priority Policy and Congregate Tenant Selection Plan issued by the Department of Housing Community and Development pursuant to PHN 2021-24.

G. Govoni reported that CHAMP is the mandated application process to ensure there is fair housing practices for state public housing. DHCD has removed congregate housing from CHAMP as the process was hindering those residents needing congregate housing because there is a secondary process in place for congregate tenant selection.

17-4277 Vote 6 in favor; 0 opposed; 0 abstaining

ED Performance Review:

Commissioner Brown & Commissioner Williams provided a brief report. Twenty-one out of twenty-six surveys were returned. No ratings of strongly disagree. Only one rating of disagree. Gina is doing an amazing job. There is development in the pipeline. Staff have been brought on board to share in some of Gina's duties.

Next steps: The Personnel Committee will meet with Gina. Gina will make her goals for the next year. The ED Performance Review will be done annually.

The RDI Board voted to request from DHCD that G. Govoni receive the top Executive Director compensation. G. Govoni stated that the revised calculation worksheet should be received soon and there will be an increase provided.

G. Govoni will email members regarding setting a time for the Personnel Committee to meet.

Job Description Updates: Commissioner Brown moved and Commissioner Slowinski seconded a motion to approve the job description updates for the Front Desk Coordinator and Executive Administrative Assistant Job Descriptions as presented.

G. Govoni reported that the personnel coordination with HR responsibilities and office management were additions made to the Executive Administrative Assistant job description. The addition to the Front Desk Coordinator job description is the change in title and the additional duty of providing application assistance.

17-4278 Vote 6 in favor; 0 opposed; 0 abstaining

3. STAFF REPORTS

4. Other Business:

RDI Update: Commissioner Williams reported that there are several projects under consideration.

5. DOCUMENTS FOR INFORMATIONAL PURPOSES:

6. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

7. DOCUMENTS USED

- December 6, 2021 regular meeting minutes

- December AP Warrant
- Revised FY22 Budget
- Franklin County 5001 Amendment #11 Formula Funding Award
- FY22 Payment Standards for Franklin County
- CHAMP Congregate Housing Changes: PHN 2021-24
- ED Performance Review
- Front Desk Coordinator Job Description
- Executive Administrative Assistant Job Description
- Staff Report
- Public Housing Notice, Updates to Performance Management Review
- Public Housing Notice: 2022-01: Covid 19 Omicron Variant & State-Aided Public Housing

8. RESIDENT & PUBLIC PARTICIPATION

9. ADJOURNMENT

There being no further business Commissioner Slowinski moved to adjourn the meeting at 5:12 p.m. The next *regular* meeting of the HRA Board of Commissioners will be held on **February 7, 2022** via Zoom.

Respectfully submitted,

Gina Govoni, Secretary Ex officio