

**GHA Board of Commissioners**

**Regular Meeting**

**December 14, 2021, at 4:30 PM**

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, December 14, 2021, via remote Zoom Meeting.

**CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 4:30 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, John Mackin, Trish Leonard, Randi Parks

Commissioners Absent: None

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Ann Borkowski

**1. ACTIONS**

**Minutes of the 10-26-21 Annual Board Meeting:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the minutes of the October 26, 2021, Annual Board meeting.

21-71 Voted 4 in favor; 0 opposed, 1 abstention  
No discussion.

**Minutes of the 10-26-21 Regular Board Meeting:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the October 26, 2021, Regular Board meeting.

21-72 Voted 5 in favor; 0 opposed  
No discussion

**Fair Market Rent Update**

At the October 26, 2021, meeting, it was brought forth that HUD had recently made a change to place Franklin County in the Springfield Metropolitan Statistical Area (MSA) for Fair Market Rents. GHA and HRA have worked together to file an appeal for reevaluation and were going to engage the services of a consultant to prepare documentation. As it turned out, there were several factors that prohibited this from happening such as the cost, the time frame, etc. It was discussed that HUD would allow an exemption that would let the agencies to increase the limit of the rents to exceed the rents up to 120% as opposed to the typical 110% above fair market rate. Executive Guerino stated that GHA would continue to work with HRA, use the 120% where applicable and continue to search for a consultant.

**Monthly Staff Report for October 2021:** Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the Monthly Staff Report for October 2021.

21-73 Voted 5 in favor; 0 opposed

Discussion: The length of time to complete turnovers was discussed. Tom stated that he had authorized funds for overtime work on turnovers. He also informed the Commissioners that the consultant from DHCD who was scheduled to work with the Maintenance team on 12/16/21 has postponed the meeting to 1/6/22.

**Monthly Financials for October 2021:** Commissioner Mackin motioned and Commissioner Leonard seconded a motion to approve the October monthly financials.

21-74 Voted 5 in favor; 0 opposed

Discussion: Finance Director, Jodi Clough, explained that the FY22 Budget Revision amounts are reflected in the October financials. There is adequate funding for contract costs and overtime.

**Payment Summary for October 2021:** Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the Payment Summary for the month of October 2021.

21-75 Voted 5 in favor; 0 opposed

Discussion: A Commissioner questioned why GHA paid mileage for the maintenance staff to attend the MAHAMs Conference instead of using the maintenance vehicles. Tom stated that it gave the staff members some flexibility and less liability to use their own vehicles.

**Tenant Account Receivable (TAR) Write-Offs:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Tenant Accounts Receivable write-offs in the amount of \$4288.84. These items have been sent to the Collection Agency.

21-76 Voted 5 in favor; 0 opposed

No discussion

**Reasonable Accommodation Policy:** Commissioner Leonard requested that this item be tabled until the next meeting to give the Commissioners more time to review the document as there was a glitch in the delivery of the documents to the Commissioners prior to the meeting. Commissioner Parks motioned and Commissioner Leonard seconded a motion to TABLE the discussion regarding the Reasonable Accommodation Policy until the next GHA meeting.

21-77 Voted 5 in favor; 0 opposed

No discussion

**FY23 Budget Discussion**

Executive Director, Guerino, stated that he would like to have a Special meeting in early January of 2022 to start the planning for the next year. He stated that he would involve FEE Accountant, Gary DePace, at all of the budget meetings moving forward.

**Holiday Workshop:**


Executive Director, Guerino, reminded the Commissioners that the Holiday Workshop will be held on Friday, December 17<sup>th</sup> from 1:00 pm to 4:00 pm at the Elm Terrace Community Room. The meal will be catered by Terrazza.

**2. Reports and Updates**

Tenant Concerns: No items to report.

- 3. ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Mason seconded a motion to adjourn the meeting at 5:07 pm.

Respectfully Submitted,



Thomas M. Guerino,  
Executive Director