

**GHA Board of Commissioners
Regular Meeting
February 21, 2020 at 1:15 PM**

Greenfield Housing Authority – Elm Terrace Conference Room – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Friday, February 21, 2020 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

ALL TO ORDER

Commissioner Hawkins called the meeting to order at 1:17 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard

Commissioners Absent: William Mason

Staff Present: Andi Guy, Dan Finn, Jodi Clough, Ann Borkowski, Mark Courtemanche, Gary DePace (FEE Accountant)

Others Present: None

1. ACTIONS

Minutes: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the January 31, 2020 Regular Board meeting.

20-08 Voted 3 in favor; 0 opposed

Executive Director's Report – January 2020: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Executive Director's Report for the month of January 2020.

20-09 Voted 3 in favor; 0 opposed

Monthly Financials: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the January 2020 monthly financial statements.

20-10 Voted 3 in favor; 0 opposed

FY20 Budget Revision – 400 Program: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve FY20 Budget Revision for the 400-program.

20-11 Voted 3 in favor; 0 opposed

FY21 Budget: Commissioner Parks motioned and Commissioner Leonard seconded a motion to table the approval of the FY21 Budget pending further review.

20-12 Voted 3 in favor; 0 opposed

2. **NEW BUSINESS**

GHA Collaboration – Commissioners Hawkins and Leonard informed the Board and GHA staff in attendance that they would like to see the Greenfield Housing Authority and the Franklin County Regional Housing and Redevelopment Authority move toward meeting together and collaborating on common issues.

3. **OLD BUSINESS**

Maintenance On-Call Compensation

FEE Accountant, Gary DePace, stated that the FY21 Budget has an increase in the on-call stipend factored into it. The last time the stipend was increased was in 2013. Gary stated that an increased stipend of \$125 would be in an acceptable range. The Board agreed that the increase was in order and satisfactory.

Commissioner Leonard motioned and Commissioner Parks seconded a motion to increase the weekly on-call stipend from \$75 to \$125, effective immediately.

(20-13) Voted 3 in favor; 0 opposed

Maintenance “On the Clock” On-Call Clarification

GHA Maintenance Staff receive a minimum of two (2) hours of overtime when they respond to a maintenance call after hours. There is confusion as to when they are on the clock; is it when they leave their house or when they arrive on site? The Board decided to table this clarification until they have more information.

Commissioner Parks motioned and Commissioner Leonard seconded a motion to table the clarification of when the on-call maintenance staff person is “on the clock” when responding to an after- hours call.

(20-14) Voted 3 in favor; 0 opposed

4. **OTHER BUSINESS**

Mainstream Vouchers Update

Director of Leased Housing, Ann Borkowski, updated the Board on Mainstream Vouchers. GHA received eight (8) vouchers. She has been working with the staff at FCRHRA and Amherst Housing Authority to determine what steps need to be taken before these vouchers can be utilized. She emphasized that these 8 vouchers would require a good deal of time and effort.

Payroll Vendor Update

Director of Finance, Jodi Clough, presented the Board with information she had gathered on the different payroll software vendors. The system that GHA currently uses (HAB) will no longer offer payroll services after 2020. She stated that PHA Network

seems to be the vendor that she feels will be the best fit for GHA. It is also the system that FEE Accountant, Gary DePace, uses.

5. **ADJOURNMENT**: Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 3:23 p.m.

The next Regular meeting of the GHA Board of Commissioners will be tentatively scheduled for Friday, March 20, 2020.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio