

**GHA Board of Commissioners
Federal Plan Hearings/Regular Meeting
January 12, 2021 at 4:30 PM**

Greenfield Housing Authority – Remote Zoom Meeting – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Federal 5-Year Plan/ Admin Plan Hearing/Regular Meeting of the Authority on Tuesday, January 12, 2021 via Zoom Remote, Greenfield.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:33 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, John Mackin, William Mason

Commissioners Absent: Trish Leonard

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Ann Borkowski, Gary Nault, Catherine Mitchell

Others Present: Jon Hite, Joanie Bernstein, Deb Wilson, Ginny Desorgher

1. ANNUAL PLAN HEARING PUBLIC COMMENTS

Section 8 Administrative Plan Amendment: Director of Leased Housing, Ann Borkowski, provided a brief description of some of the significant changes to the Admin Plan. The meeting was then open to public comments. Comments were made to applaud the efforts of Ann Borkowski and consultants, Jon Hite, and Joanie Bernstein. The Board adopted the following:

Whereas, the Greenfield Housing Authority (GHA) operates a Section 8 Housing Choice Voucher program, funded and regulated by the United States Department of Housing and Urban Development (HUD) and;

Whereas, local rules governing the operation of the GHA Section 8 program are described in an Administrative Plan, and;

Whereas, the GHA seeks to ensure that is in compliance with current HUD regulations and is efficiently managing its Section 8 program, now therefore;

Be It Resolved, that the GHA hereby amends its Section 8 Administrative Plan by substituting, in its entirety, an Administrative Plan dated January 12, 2021 for the current approved Administrative Plan, and further.

Be It Resolved: that Section 8 Administrative Plan shall take effect upon approval of the Five-Year Plan by HUD, or April 1, 2021, whichever is sooner, and further.

Be It Resolved, that the GHA Board of Commissioners authorizes the Executive Director to develop complimentary forms and internal guidelines in compliance with the provisions of the Administrative Plan, to correct scrivener's errors, and hereby declares that it is the intent of the Board of Commissioners to preserve the severability of the remaining segments of the Administrative Plan should any portion of the Administrative Plan not be approved by HUD.

21-1 Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Amendments to the Section 8 Administrative Plan.

Voted 4 in favor; 0 opposed

Federal 5-Year Plan Adoption:

Whereas, the Greenfield Housing Authority (GHA) operates a Section 8 Housing Choice Voucher program, funded and regulated by the United States Department of Housing & Urban Development (HUD), and;

Whereas, the GHA has prepared a Five-Year Plan update in compliance with 24CFR 903, and;

Whereas, HUD requirements for adoption by the Board of Commissioners include certification of various forms, now therefore;

Be It Resolved, that the Board of Commissioners of Greenfield Housing Authority, after Public Notice and Public hearing, adopts the 2021-2025, 5-Year Plan and further;

Be It Resolved, that the Board of Commissioners of the Greenfield Housing Authority hereby authorizes and directs its Executive Director and Board Chairperson to sign and submit, on behalf of the Authority, the Plan, Form HUD 50075-5Y, and related certifications on Form HUD 50077-ST-HCV-HP (PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications), and further;

Be It Resolved, that the Board of Commissioners of the Greenfield Housing Authority, believing its Five-Year Plan to be consistent with the applicable Comprehensive Plan of the City of Greenfield, hereby authorizes and directs the Executive Director to seek the signature of Mayor Wedegartner attesting thereto on Form HUD 50077-SL (Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan), and further;

Be it Resolved, that the 5-Year Plan shall take effect upon approval of the 5-Year Plan by HUD, or April 1, 2021, whichever is sooner.

21-2 Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the adoption of the 5-Year Plan for 2021 -2025.

Voted 4 in favor; 0 opposed

2. ACTIONS

Minutes of the 12-15-20 Regular Board Meeting: Commissioner Parks motioned and Commissioner Mason seconded a motion to approve the minutes of the December 15, 2020 Regular Board meeting.

21-3 Voted 4 in favor; 0 opposed

No discussion

Monthly Staff Report for December 2020: Commissioner Mason motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for December 2020.

- 21-4 Voted 4 in favor; 0 opposed
Discussion: The number of vacant units/unit turnaround time was discussed. Maintenance department is short-staffed and the CHAMP process has increased turnaround time.

Monthly Financials for November 2020: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the November financial statements.

- 21-5 Voted 4 in favor; 0 opposed
Discussion: Finance Director, Jodi Clough, explained that the FY21 Budget Revision would reflect some of the accounts that need to be adjusted.

Payment Summary for December 2020: Commissioner Mason motioned and Commissioner Mackin seconded a motion to approve the Payment Summary for the month of December 2020.

- 21-6 Voted 4 in favor; 0 opposed
Discussion: Finance Director, Jodi Clough, pointed out there has been a significant increase in the Property & Boiler insurance as well as an increase in the Employer's portion of the Retirement funding.

FY21 Budget Revision: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the FY21 Budget Revision.

- 21-7 Voted 4 in favor; 0 opposed
Discussion: The Executive Director salaries, the CARES Act funding and Maintenance accounts were a few of the major revisions in the FY21 budget.

3. Reports and Updates

Executive Director Summary Report: Executive Director, Tom Guerino, provided a summary of items/actions that he has accomplished since the last GHA Board meeting.

4. **ADJOURNMENT:** Commissioner Parks motioned and Commissioner Mason seconded a motion to adjourn the meeting at 5:46 p.m.

Respectfully Submitted,

Thomas M. Guerino

Thomas M. Guerino,
Executive Director

