

GHA Board of Commissioners
Regular Meeting
July 28, 2020 at 4:30 PM

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

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, July 28, 2020 via Zoom Remote, Greenfield.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:35 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, William Mason, Trish Leonard

Commissioners Absent: None

Staff Present: Hank Abrashkin, Jon Hite, Andi Guy, Jodi Clough, Ann Borkowski,

Others Present: None

1. ACTIONS

Minutes: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the minutes of the June 23, 2020 Regular Board meeting.

20-65 Voted 4 in favor; 0 opposed

Extend HUD Waivers – PIH 2020-13: Commissioner Parks motioned and Commissioner Leonard seconded a motion to approve the extension of approximately 20 of the HUD Waivers granted through PIH 2020-13 that the Board had approved in May. The waivers have been extended through 12-31-20.

20-66 Voted 4 in favor; 0 opposed

No discussion.

Approval of the DHCD Interim Executive Director Contract: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the DHCD-version of the Interim Executive Director contract.

20-67 Voted 4 in favor; 0 opposed

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

20-68 Voted 4 in favor; 0 opposed

Discussion regarding moving forward with lease-ups at the Winslow Building.

Monthly/Quarterly Financials – June 2020: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the monthly financials report for June 2020 and the 1st quarter reports of FY21.

20-69 Voted 4 in favor; 0 opposed

No discussion.

Tenant Accounts Receivable (TAR) Write-Offs: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the quarterly write-offs in the amount of \$1,264.

20-70 Voted 4 in favor; 0 opposed

No discussion.

Payment Summary – June 2020: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the Payment Summary for the month of June 2020.

20-71 Voted 4 in favor; 0 opposed

No discussion.

Section 8 Admin Plan – Verification of Local Preference: Commissioner Leonard motioned and Commissioner Parks seconded a motion to formally add the verification process for granting a local preference to applicants into the Admin Plan.

20-72 Voted 4 in favor; 0 opposed

No discussion

Section 8 Admin Plan – Addition of Mainstream Vouchers: Commissioner Leonard motioned and Commissioner Parks seconded a motion to amend Chapter 4 of the Section 8 Admin Plan for Mainstream Vouchers.

20-73 Voted 4 in favor; 0 opposed

No discussion

Consultant to Assist with the Updating of the Section 8 Admin Plan: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the contract to hire Joan Bernstein as a Consultant to assist with the updating of the GHA Section 8 Admin Plan.

20-74 Voted 4 in favor; 0 opposed

No discussion

Approval of GHA Remote Work Policy: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the GHA Remote Work Policy.

20-75 Voted 4 in favor; 0 opposed

No discussion.

Reasonable Accommodation Policy: Commissioner Mason motioned and Commissioner Leonard seconded a motion to TABLE the Reasonable Accommodation Policy as it is still a work in progress.

20-76 Voted 4 in favor; 0 opposed

No discussion.

2. **OLD BUSINESS**

Section Eight Management Assessment Program (SEMAP) Update: Consultant, Jon Hite, stated that GHA is finished with the FY19 Audit and based on the Confirmatory Review for FY20, states that the agency will be a Standard Performer. We are moving in the right direction with SEMAP. Jon has been working with Director of Leased Housing, Ann Borkowski, on the corrective actions for this program. Kudos to them both.

3. **NEW BUSINESS**
4. **OTHER BUSINESS**

Air Conditioner Loaners for Residents in Need: The Elm Terrace Community Center has been closed to the residents due to COVID-19. With the excessive heat, the Community Center may have served as a “Cooling Center” for some of the residents. The GHA had purchased three (3) air conditioning units to serve as loaner unit to a resident who, for one reason or another, did not have an air conditioning unit in their apartment. How this information would be disseminated to the residents had yet to be determined.

Upcoming Performance Management Review (PMR): Due to COVID-19, the FY20 PMR will have a different format this year. GHA did not receive any operational guidance or corrective action ratings in the FY19, therefore the focus of the FY20 is to address how the COVID-19 is affecting GHA operations. The FY20 PMR is scheduled for a virtual appointment on Friday, August 7th.

Winslow Building – Breitbart Draft Report: A draft copy of Bill Breitbart’s report on the history of the organizational structure of the Winslow Building was presented for the Board to view. As GHA is the management entity of the Winslow Building and share’s an E.D. and two Board members, it is appropriate to keep everyone in the loop.

GHA Consultant Proposal – 315 Deerfield Street Property: A copy of the Consultant Proposal for the 315 Deerfield Street property was given to the Board to view. The Associates have awarded a consultant contract to Kathleen Lingenberg of Community Outcomes, LLC to assist with possible development scenarios for the property.

5. **TENANT CONCERNS**

Elm Terrace Sidewalks: GHA Board Tenant Representative, Randi Parks, inquired about a possible sidewalk project that she thought would be happening at the Elm Terrace development. Procurement Officer, Andi Guy, stated that the sidewalk replacement project was in the FY21 Capital Improvement Plan and should be in the works if the funding holds as anticipated.

6. **ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:57 p.m.

The next Regular meeting of the GHA Board of Commissioners is tentatively scheduled for Tuesday, August 25, 2020 at 4:30 p.m. via a Zoom meeting.

Respectfully Submitted,

William H. Abrashkin,
Executive Director

