

GHA Board of Commissioners

Regular Meeting

March 21, 2023, 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, March 21, 2023, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:34 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard

Commissioners Absent: John Mackin, William Mason

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Mark Courtemanche

Others Present: Gary DePace (FEE Accountant)

1. ACTIONS

Minutes of the 2-28-23 Regular Board Meeting: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the February 28, 2023, Regular Board meeting.

23-23 Voted 3 in favor; 0 opposed.
No discussion.

GHA FY24 Budget: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the FY24 GHA Budget.

23-24 Voted 3 in favor; 0 opposed.
Discussion: FEE Accountant, Gary DePace, presented the budget to the Board detailing the changes to the ANUEL, the Reserves by program, the budget exemptions, etc. and summarized that GHA is on track to continue to perform well as an agency.

Monthly Financials-February 2023: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the financial statements for the month of February 2023.

23-25 Voted 3 in favor; 0 opposed.
No discussion.

Tenant Accounts Receivable (TAR) Write-Offs: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the TAR write-offs in the amount of \$145.

23-26 Voted 3 in favor; 0 opposed.

Discussion: Finance Director, Jodi Clough, stated that write-offs have been fewer with the additional aid from RAFT and ARPA funds.

Payment Summary for February 2023: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of February 2023.

23-27 Voted 3 in favor; 0 opposed.
No discussion.

Monthly Staff Report for February 2023: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for February 2023.

23-28 Voted 3 in favor; 0 opposed.
No discussion.

CORI Policy: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the CORI Policy.

23-29 Voted 3 in favor; 0 opposed.
Discussion: The CORI Policy had been tabled at the 2-28-23 meeting. The edits were made to the document and the Board had received the updated policy to review.

Capital Purchase Approval- Fisher Salter: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the purchase of the Fisher Salter in the amount of \$6510.

23-30 Voted 3 in favor; 0 opposed.
Discussion: The Board needed to approve this item as it had not been placed in the FY23 budget for Capitalized Equipment.

Fair Housing Marketing Plan: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the GHA Fair Housing Marketing Plan to submit to DHCD.

23-31 Voted 3 in favor; 0 opposed.
Discussion: Procurement Officer, Andi Guy, explained that the Fair Housing Marketing Plan is a document that DHCD requires as part of the Performance Management Review (PMR). DHCD provided the template and the GHA adapted the plan to its demographics.

2. Reports and Updates

Tenant Concerns:

Randi Parks reported that there were no items to report that needed to be brought to the Board.

3. **ADJOURNMENT**: Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:18 pm.

Respectfully Submitted,



Thomas M. Guerino,
Executive Director