

**GHA Board of Commissioners  
Regular Meeting**

**March 29, 2019 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, March 29, 2019 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

**1. CALL TO ORDER**

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

Commissioners Present: Robert Hawkins, Randi Parks, Jean Wall and Trish Leonard

Commissioners Absent: William Mason

Staff Present: Jodi Clough, Dan Finn, Andi Guy

Others Present: None

**2. ACTIONS**

**Minutes:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the March 8, 2019 Regular Board meeting.

19-14 Voted 4 in favor; 0 opposed

**Executive Director's Report:** Commissioner Parks motioned and Commissioner Leonard seconded a motion to accept the Executive Director's Report for the month of February 2019.

19-15 Voted 4 in favor; 0 opposed

**Monthly Financials:** Commissioner Leonard motioned and Commissioner Wall seconded a motion to approve the February 2019 financial statements.

19-16 Voted 4 in favor; 0 opposed

**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 \$4,194.

19-17 Voted 4 in favor; 0 opposed

**3. NEW BUSINESS**

#### 4. OTHER BUSINESS

##### **Payment Summaries for February 2019**

Provided for information.

##### **Conflict of Interest Training**

The Commissioners were informed that the Conflict of Interest Training was to be completed in the first quarter of 2019. The training must be completed every two years.

##### **Executive Director Position for FY21**

Commissioner Hawkins addressed this item by stating that the Personnel Committee would soon begin the process of looking ahead to the hiring of a new Executive Director for FY21.

5. **ADJOURNMENT**: Commissioner Wall motioned and Commissioner Leonard seconded a motion to adjourn the meeting at 2:36 p.m.

The next Regular meeting of the GHA Board of Commissioners is tentatively scheduled for April 26, 2019 at 1:15 p.m. at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio