

GHA Board of Commissioners

Regular Meeting

May 21, 2024, at 4:00 PM

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, May 21, 2024, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Mason called the meeting to order at 4:05 p.m.

Commissioners Present: William Mason, Susan Worgaftik, Trish Leonard, Randi Parks (4:30)

Commissioners Absent: John Mackin

Staff Present: Jon Hite, Ann Borkowski, Jodi Clough, Andi Guy, Emma Connelly, Mark Courtemanche (4:26)

Others Present: Gary DePace, Fee Accountant

1. Presentation by Fee Accountant, Gary DePace, on Year-End Financials, Quarterly Financials and Treasurer's Report

GHA Fee Accountant, Gary DePace, presented the FY 3/31/24 financials for the GHA including the March monthly financials. Our 3/31/24 budget estimated our year end reserves to be \$453,318 or 51% of the maximum allowed. Our actual year end reserves were \$486,918 or 55% of the maximum allowed. This indicates the GHA spent well within our budget. EOHLC likes to see HAs at 35% or above. Mr. DePace also presented the Top 5 Compensation Form which calculates any change in total salary to budget for the top 5 salaries. There were no issues to discuss. Mr. DePace indicated that the GHA's finances were, in his opinion, sound.

2. ACTIONS

Minutes of the 4-23-24 Regular Board Meeting: Commissioner Leonard moved and Commissioner Parks seconded the motion to approve the minutes of the April 23, 2024, Regular Board meeting.

24-38 Voted 3 in favor; 0 opposed; 1 abstain.

Election of Officers:

The Chairperson turned the gavel over to the Secretary for purposes of conducting Officer Elections.

Chairperson – Commissioner Worgaftik moved and Commissioner Parks seconded the motion to elect William Mason as Chairperson.

24-39 Voted 4 in favor; 0 opposed.

Vice Chairperson – Commissioner Parks moved and Commissioner Worgaftik seconded the motion to elect Trish Leonard as Vice Chairperson.

24-40 Voted 4 in favor; 0 opposed.

Treasurer – Commissioner Leonard moved and Commissioner Mason seconded the motion to elect Susan Worgaftik as Treasurer.

24-41 Voted 4 in favor; 0 opposed.

Mr. Hite then turned the gavel back to Chairperson Mason, who asked for a nomination to the GHAI Board to succeed former Commissioner Hawkins.

GHAI Representative – Commissioner Leonard moved and Commissioner Mason seconded the motion to appoint Susan Worgaftik to represent GHA on the GHAI Board.

24-42 Voted 4 in favor; 0 opposed.

Year End/Quarterly/ Monthly Financials/Top-5 Compensated Certification/Lead Paint Compliance Certification – 3/31/24: Commissioner Worgaftik moved and Commissioner Leonard seconded a motion to approve and certify the following year-end documents:

- Year End 3/31/24 Financials
- Quarterly Financials 1/1/24 – 3/31/24
- Top 5 Compensated for Year End 3/31/24.
- Lead Paint Compliance for Year End 3/31/24.

24-43 Voted 4 in favor; 0 opposed.

Payment Summary for March 2024: Commissioner Parks moved and Commissioner Leonard seconded the motion to approve the Payment Summary for the month of March 2024.

24-44 Voted 4 in favor; 0 opposed.

Dial/Self AmeriCorps Program at Oak Courts: Commissioner Worgaftik moved and Commissioner Leonard seconded a motion to approve a site partnership with Dial/Self AmeriCorps at the Oak Courts Community Center in the Resident Services Program and to encumber \$10,000 in payment to Dial/Self AmeriCorps for services rendered through this program. The on-site services should commence in August. Resident Services Coordinator, Emma Connelly, has prior experience in both working in the program and supervision of this program.

24-45 Voted 4 in favor; 0 opposed.

Monthly Staff Report for April 2024: Commissioner Worgaftik moved and Commissioner Parks seconded the motion to approve the Monthly Staff Report for April 2024.

24-46 Voted 4 in favor; 0 opposed.

SEMAP (Section 8 Management Assessment Program) FY24: Commissioner Leonard moved and Commissioner Worgaftik seconded a motion to adopt the resolution incorporating the Submission of the required documentation for Fiscal Year 2024, certifies that there is no evidence to indicate seriously deficient performance by the GHA which would cast doubt on its capacity to operate the program, certifies that it operates its programs in compliance with Federal law and Regulations, and authorizes the Board Chairperson and the Interim Executive Director to sign the Certification form on behalf of the authority, and submit it to HUD.

24-47 Voted 4 in favor; 0 opposed.

Authorization for Two Commissioners to Have Signatory Power on Payments and Other Banking Transactions: The Commissioners and Interim Executive Director decided it would be best to hold off on making any changes until the new Executive Director is in place.

Commissioner Worgaftik left the meeting at 5:15 pm

Contract Extension for Interim Executive Director: Commissioner Leonard moved and Commissioner Parks seconded the motion that the GHA Board of Commissioners and Jon Hite, its Interim Executive Director, agree, per Section 3 of their "Contract for Interim Executive Director Services" (Contract), dated March 4, 2024, to extend the Terms and Time of Performance of Contract by, subject to EOHLC approval, said Contract for a period of sixty (60) days, from June 4, 2024 until August 3, 2024, with no other changes to the Contract. The parties agree by mutual consent that, notwithstanding the above extension dates, the Contract shall terminate on the employment start date of a permanent Executive Director if that date is prior to August 3, 2024.

24-48 Voted 3 in favor; 0 opposed.

EOHLC Project #113103 -MAH Window Replacement -Change Request 1& 2: Commissioner Leonard moved and Commissioner Parks seconded a motion to approve Change Requests 1 and 2 for the Morgan Allen Replacement Project. Change Request #1 is for the addition of 3 new vinyl windows - \$2,395.71. Change Request #2 is a material only credit for 16 basement windows (\$2,618.31). There will be one more Change Request coming for this project.

24-49 Voted 3 in favor; 0 opposed.

3. New Business

4. Reports and Updates:

Modernization Report

- MAH Window Replacement – Project is almost to Substantial Completion.

- Elm Terrace Roof Replacement – Project started Tuesday, May 21.
- Elm Terrace Drainage Buildings 2 to 6 – Scope of Services sent to the A/E and the project is in the planning phase.

Executive Director's Report

- Executive Director Search & Hiring Process – Jon Hite informed the Board that the advertisement has been placed with several newspapers.
- Resident Satisfaction Surveys – Jon Hite shared the Fall 2023 EOHLC surveys that are conducted by the Center for Survey Research at UMass Boston. There were two surveys: one for the 667 Housing and the other for the 200 & 705 Housing.

5. Resident Update:

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

6. Public Comment

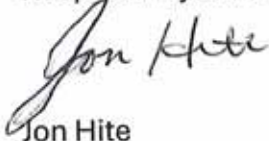
- None

7. Executive Session

- None

- 8. ADJOURNMENT:** Commissioner Parks moved and Commissioner Parks seconded a motion to adjourn the meeting at 5:29 pm.

Respectfully Submitted,



Jon Hite
Interim Executive Director