

**GHA Board of Commissioners
Regular Meeting
September 22, 2020 at 4:45 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, September 22, 2020 via Zoom Remote, Greenfield.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:45 p.m.

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

Commissioners Absent: None

Staff Present: Hank Abrashkin, Andi Guy, Jodi Clough, Ann Borkowski, Gary Nault,

Others Present: Virginia Desorgher

1. ACTIONS

Minutes of the 8-25-20 Regular Board Meeting: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the August 25, 2020 Regular Board meeting.

20-84 Voted 5 in favor; 0 opposed
No discussion

Minutes of the 9-1-20 Special Board Meeting: Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve the minutes of the September 1, 2020 Special Board meeting.

20-85 Voted 5 in favor; 0 opposed
No discussion

Minutes of the 9-11-20 Special Board Meeting: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the minutes of the September 11, 2020 Special Board meeting.

20-86 Voted 5 in favor; 0 opposed
No discussion

Minutes of the 9-14-20 Special Board Meeting: Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve the minutes of the September 14, 2020 Special Board meeting.

20-87 Voted 5 in favor; 0 opposed
No discussion

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

20-88 Voted 5 in favor; 0 opposed

Discussion – There was a discussion about the unit vacancies and the length of time to fill a unit. GHA is in the process of making some changes in how we are working with the CHAMP system, which should help in the lease-up rate.

Monthly Financial Report for August 2020: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the monthly financial statements for the month of August, 2020.

20-89 Voted 5 in favor; 0 opposed

No discussion

Tenant Accounts Receivable (TAR Write-Offs): Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the quarterly write-offs in the amount of \$3,500.93.

20-90 Voted 5 in favor; 0 opposed

Discussion – The question was raised as to whether an eviction would show up on a credit check. There is a report that can be obtained for proceedings in housing court.

Payment Summary for August 2020: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of August, 2020.

20-91 Voted 5 in favor; 0 opposed

No discussion

HUD Payment Standards for FY21: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the FY21 HUD Payment Standards which are approximately 110% of the Fair Market Rent effective 12-1-2020.

20-92 Voted 5 in favor; 0 opposed

HUD Utility Allowances for FY21: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the FY21 HUD Utility Allowances as proposed by the Northeastern Utility Consultants, LLC. The Housing Choice Voucher Program Utility Charts will be effective 12-1-2020.

20-93 Voted 5 in favor; 0 opposed

No discussion

Covid-19 Incentive Pay for Exceeding Expectations: Commissioner Parks motioned and Commissioner Leonard seconded a motion which resolved that the Greenfield Housing Authority Board recognizes the extra demands the staff have faced in coping with the COVID-19 pandemic, and commends the staff for maintaining operations and meeting GHA responsibilities to

residents and the public during this time. The Board hereby authorizes a COVID-19 incentive payment and thank-you to the staff for exceeding expectations under such trying circumstances. The payment shall be in the amount of \$1,000 to each member of the office staff and \$1,500 to each member of the maintenance staff, to be effectuated on or before October 1, 2020.

20-94 Voted 5 in favor; 0 opposed
No discussion.

2. Reports and Updates

GHA Mission Statement: A sample of Mission Statements from various LHA's across the state was provided in the Board packet for Commissioners to view. With the GHA Admin Plan in the middle of an update, it is a good time to see if GHA wants to update its Mission Statement as well.

Winslow Locks/Lockouts: Maintenance Director, Gary Nault, provided an update to the Board to let them know that there is a way to alter the existing unit locks so that they can only be locked from the outside. This should help cut down on the number of residents who become locked out of their units.

Executive Director Search Update: Chairman Hawkins stated that a candidate had been offered the Executive Director position pending reference checks, CORI check and contract negotiations. Questions were raised as to whether a new E.D. could be installed prior to DHCD approving the contract.

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

Respectfully Submitted,

William H. Abrashkin

William H. Abrashkin,
Executive Director