

**GHA Board of Commissioners
Regular Meeting
September 27, 2022, at 4:45 PM
Greenfield Housing Authority – Remote Zoom Meeting**

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, September 27, 2022, via remote Zoom Meeting.

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: Thomas Guerino, Andi Guy, Jodi Clough, Mark Courtemanche, Ann Borkowski

Others Present: Deb Wilson

1. ACTIONS

Minutes of the 7-26-22 Regular Board Meeting: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the minutes of the July 26, 2022, Regular Board meeting.

22-56 Voted 5 in favor; 0 opposed
No discussion.

Monthly Staff Report for August 2022: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Monthly Staff Report for August 2022.

22-57 Voted 5 in favor; 0 opposed
No discussion

Family Self Sufficiency (FSS) 2022 Action Plan: Commissioner Parks and Commissioner Mackin seconded a motion to approve the 2022 FSS Action Plan.

22-58 Voted 5 in favor; 0 opposed
Discussion: FSS Coordinator, Kim Croce, explained that the FSS Action Plan encompasses two housing authorities; Greenfield Housing and Franklin County Regional Housing. The Action Plan had previously been adopted by the Board of Franklin County Regional on 9/19/22.

Monthly Financials-July 2022: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the financial statements for the month of July 2022.

22-59 Voted 5 in favor; 0 opposed

Discussion: Finance Director, Jodi Clough, pointed out that the GHA had sold two of its vehicles (\$22k) and purchased a vehicle. There had been \$60k budgeted for a newer truck and GHA purchased a truck for \$24,200 and put approximately \$9k of upfits into it.

Monthly Financials – August 2022: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the financial statements for the month of August 2022.

22-60 Voted 5 in favor, 0 opposed
No discussion

Payment Summary for July 2022: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Payment Summary for the month of July 2022.

22-61 Voted 5 in favor; 0 opposed
No discussion

Payment Summary for August 2022: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the Payment Summary for the month of August 2022.

22-62 Voted 5 in favor; 0 opposed
Discussion: The cost to repair the porch at 159 Conway Street was discussed as it was partially reimbursed by GHA's insurance and the balance paid through GHA.

Tenant Accounts Receivable (TAR) Write-Offs: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve write-offs in the amount of \$1085.19. This amount represents the cost associated with two tenants who vacated units at Oak Courts.

22-63 Voted 5 in favor; 0 opposed
Discussion: Commissioners noted that this amount was fairly small in comparison to other write-offs. Jodi explained that the SHERA and RAFT funds made a significant impact on the accounts receivable.

Housing Choice Voucher (HCV) Utility Charts: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the Housing Choice Voucher Utility Allowances that was proposed as a result of the most recent analysis. The new Utility Charts will become effective for December 1, 2022.

22-64 Voted 5 in favor; 0 opposed
No discussion

Housing Choice Voucher (HCV) FY 2023 Fair Market Rent Payment Standards: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to adopt the FY 2023 Payment Standards which reflects 110% of the FY 2023 Fair Market Rents. The new Payment Standards will become effective for December 1, 2022.

22-65 Voted 5 in favor; 0 opposed

Discussion: The standards were released in September of 2022 and will become effective for December 1, 2022.

GHA Dental Plan Review: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to change the agency's dental plan provider from Met-Life to Blue Cross/Blue Shield effective for an upcoming month to be determined.

22-66 Voted 5 in favor; 0 opposed

Discussion: Executive Director, Tom Guerino, expressed his views on the agency having a better plan than GHA currently has. The cost to employees who wish to participate is lower than the current rate and offers more in terms of benefits.

Briar Knoll GHA Owned Condominiums

Executive Director, Tom Guerino, was seeking input from the Commissioners as to the background of how the GHA ended up acquiring these units. The GHA side of the maintenance is often costly as only certain items are allowed for replacement items. Finance Director, Jodi Clough, stated that DHCD is now allowing a budget exemption to help cover the cost of the condo fees.

2. Reports and Updates

Maintenance Director's Report

Maintenance Director, Mark Courtemanche, provided an update of the Sidewalk Project which is approximately 55-60% complete. The contractor, Campora Construction, has a great crew and they are doing an excellent job to date. He also stated that the Fire Stops had been installed in all of the properties. Despite being down 1 employee for a lengthy time period, he states that the GHA Maintenance Staff has been doing a great job and working well together.

Compensation-Equity/Policies Study Update

Executive Director, Tom Guerino, mentioned that an up-to-date progress report was included in the Board packet for the Commissioners to review.

Tenant Concerns:

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

- 3. EXECUTIVE SESSION:** Board Chair Robert Hawkins announced the purpose for entering Executive Session citing Exception #1 and Exception #4. The Board will not reconvene in Open Session. Commissioner Leonard motioned and Commissioner Parks seconded a motion to leave the Open Meeting Session and enter Executive Session at 5:31 p.m.

Roll call vote to enter into Executive Session is as follows: Commissioners Parks, Leonard, Mackin, Mason and Hawkins all voted in favor, 5-0.

4. **ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to adjourn the Open Session of the Regular meeting at 5:31 pm. The next GHA meeting is tentatively scheduled for October 25, 2022.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'T M Guerino', with a long horizontal flourish extending to the right.

Thomas M. Guerino,
Executive Director