

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON APRIL 18th, 2023

The members of the Springfield Housing Authority met in Open Session at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts and with Zoom video conference option for public access at 4:00 PM on April 18th, 2023.

A copy of the Notice of Meeting, pursuant to Section 23B of Chapter 39 of the Massachusetts General Laws, as amended, with the Certificate as to Service of the Notice, was ordered spread upon the minutes of the meeting and filed for records.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, April 18th, 2023 via Zoom video conference call for public access and at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
April 13th, 2023

CERTIFICATE AS TO SERVICE OF THE NOTICE OF MEETING

I, Denise R. Jordan, the duly appointed and qualified Secretary of the Springfield Housing Authority, do hereby certify that on April 13th, 2023, I filed in the manner provided by Section 23B, Chapter 39 of the Massachusetts General Laws, as amended, with the Clerk of the City of Springfield, Massachusetts, a Notice of Meeting of which the foregoing is a true and correct copy.

Attest:



Denise R. Jordan / Executive Director/Secretary to the Board

Chairman Labonte called the meeting to order at 4:00 PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte
Jessica Quinones
Raymond Warren

ABSENT

Angela Robles
Willie Thomas

ALSO PRESENT

Jacqueline Banks
Santina Chiusano
Austin Harris
John Healy
Denise Jordan

C.1

Nicole Kane

The Board reviewed the Minutes of March 21st, 2023. With no questions or comments and upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, following a board roll call, it was unanimously

VOTED: to approve the Minutes of March 21st, 2023.

In the old business, the Board reviewed materials with regards to the Avery Building disposition presented by Deputy Executive Director John Healy. He explained that even though the Board approved SHA's application for disposition 2 years ago, HUD requires an additional vote to certify that SHA residents have had a chance to review information and discuss the disposition. In response to Commissioner Warren's question about net proceeds, Mr. Healy stated that the tenants expressed their hope that funds from the purchase will be used to make upgrades at the Community Room at 18 Saab Court.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, it was unanimously

VOTED: to approve Resolution #9759-a to acknowledge receiving information about resident and government consultation with regards to the disposition of the Avery Building; to authorize the Springfield Housing Authority to proceed further with the application for disposition of the Avery Building by submitting all required documentation to HUD.

Chairman Labonte proceed to New Business. Deputy Executive Director Nicole Kane explained that the next 3 items on the agenda are being proposed as a result from the recent audit of the SHA's State Section 8 project-based voucher programs which include Gentile Apartments, 50 units at Reed Village and scattered sites. She explained, that for many years, DHCD was a contracting authority for those properties built by the State and funded by HUD Section 8 program. DHCD recently lost the contract across the State which was taken over by Mass Housing. The recent management performance review conducted by Mass Housing identified the need to update SHA's application for continued occupancy and application for state Section 8 program. The Applications manager Jacque Banks worked with Attorney Chesky to update the applications as well as to add some forms to its federal application. There are no major changes to the applications but it is important to bring them in compliance with the MassHousing recommendations suggested at the time of the audit.

Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, it was unanimously

VOTED: to dopt Resolution #9775 to approve the revision of the Springfield Housing Authority's State And State Section 8 Application For Continued Occupancy.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, it was unanimously

VOTED: to accept Resolution #9776 to approve the revision of the Springfield Housing Authority's State Section 8 Application.

Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, it was unanimously

VOTED: to accept Resolution #9777 to approve the revision of the Springfield Housing Authority's Federal Application.

Nicole Kane presented to the Board the next item regarding Wage Match System. She explained that the Board is now required to certify the agency's compliance with the Wage Match system's requirements regarding safeguarding confidential information. All staff members who have access to the system had reviewed and acknowledged receiving information about protecting sensitive data. Commissioner Warren questioned how many staff members have access to the system and Deputy Kane explained that 3 employees at the Applications Department, 15 staff members at 5 Districts and the MRVP specialist at Rental Assistance Office are allowed to use the system to verify income. In response to Commissioner Warren's question about how does the agency make sure that all staff members with access follow the protocols on protecting sensitive information, Executive Director Jordan said that unauthorized access can be traced through electronic footprint and that staff members go through trainings on Cyber Security regularly.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, it was unanimously

VOTED: to acknowledge receiving the DHCD Public Housing Notice 2023-03 and authorize the Executive Director Denise R. Jordan and the Board Chairman Thomas Labonte to sign the Attachment A - Executive Director/Board Approval Regarding Wage Match, v2 - to certify the Springfield Housing Authority's compliance with laws and regulations regarding utilizing Wage Match System.

John Healy provided to the Board information about the next item on the agenda - purchasing a 2022 Ford Transit Van for one of the plumbers. He reminded that the purchase was approved by the Board in 2021 and the SHA remained on the dealership waiting list due to the high demand for vehicles and back log from the pandemic. In 2022, Marcott Ford reached to the SHA to notify that Ford Factory had cancelled the 2022 orders that were not scheduled to be manufactured and by the SHA's request, the SHA was put on the waiting list for 2023 models. The cost for the new model went up for over \$10,000 and the SHA also ordered some shelving, ladder rack and other upfit options to be installed, so the Board is now requested to approve an increase of over \$20,000. In response to Chairman Labonte's question, Mr. Healy stated that the original price the Board voted on did not include the cost of upfit because at that time, the plan was to bring the vehicle to a contractor and have them install it, but now it has been decided to use Marcott to install additional equipment.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, it was unanimously

VOTED: to increase the amount to purchase a 2023 Ford Transit van, with upfit, by twenty thousand seven hundred ninety-six dollars and thirty cents (\$20,796.30), making the total to purchase the van sixty two thousand four hundred sixty two dollars (\$62,462.00).

On the next item, John Healy informed the Board that the roofing project at Morris School Apartments is now complete, the punch list is done and the warranty period will start as soon as the Board formally accepts the Certificate of substantial completion. He also informed the Board that he will be requesting the Board to accept a credit change order for this project at the next meeting.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, it was unanimously

VOTED: to accept the Certificate of Substantial Completion from Laroche Construction, here by accepting the Morris School II Apartments roof replacement project as substantially complete.

The Board reviewed materials and a recommendation to award a contract for audit services to a new company - EFPR. Deputy Healy provided brief information about the RFP process and informed that the references came back positive and the SHA fee accountant Michael Guyder has worked with this company in the past. Responding to Commissioner Warren's question, he said that the current contract's cost is \$46000 and it did not change in the last 3 years, so the proposal submitted by the new company can be considered reasonable and the SHA may terminate this contract as well as any other contract if it's not satisfied as far as a 30-day notice is provided.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, it was unanimously

VOTED: to award a 3-Year Contract for Independent Audit Services, pending funding availability, to EFPR Group, CPAS LLP of Williamsville, NY; appoint Denise R. Jordan as the Contracting Officer authorizing her to execute the Contract.

Deputy Healy provided information about RFP process for elevator maintenance. He stated that only 2 bids were received and it was good to see a new vendor, Thyssenkrupp Elevator showing interest in providing services to the SHA. In response to Chairman Labonte's and Commissioner Warren's questions, Mr. Healy said that their response time for a service call is expected to be between 4 and 8 hours and it is not expected that there will be a problem with maintaining equipment, supplies and inventory.

Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, it was unanimously

VOTED: to award a three (3) year contract with two (2) additional one (1) year options, to be renewed annually, pending funding availability, to TK Elevator corporation for (two hundred sixty-four thousand, six hundred fifty-eight and eighty cents) \$264,658.80 this contract will be paid for utilizing operating

funds; appoint Executive Director, Denise R. Jordan as the contracting officer authorizing her to execute the contract.

Executive Director Denise Jordan started her report by informing the Board about the recent retreat with the members of the Policy and Procedures committee with the purpose to streamline all current lease-in procedures and paperwork and ensure consistency in practices. At the meeting the property managers also discussed the issues of holding tenants accountable when addressing the lease violations at the Housing Court.

Ms. Jordan continued the report by informing the Board about her work with the Springfield Public Schools; the Western Mass Task Force for Housing First; and Baystate Health to advocate support for the SHA's application for the Broadband Institute funds.

Other items included to the Executive Director report were: promoting Hellen Exposito to the District C Property Manager position; attending the Mass NAHRO's Virtual Legislative Day; submitting an Earmark request for \$68 Million, to address aging plumbing infrastructures at Riverview, Reed, Tri-Towers, Duggan and Robinson Gardens. Ms. Jordan completed her report by sharing the news that she was inducted to the Bay Path Women Business Leaders Hall of Fame.

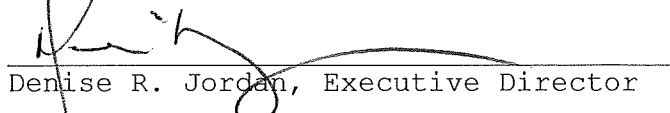
The Board accepted the Accounts Payable report. There were no questions on the report.

There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, and following a board roll call, it was unanimously

VOTED: to adjourn the Open Session of the Regular Meeting of the Springfield Housing Authority at 4:50 PM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director

