

MINUTES OF A REGULAR MEETING
- REGULAR/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON OCTOBER 15, 2019

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 at 4:30 PM on October 15, 2019.

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 4:30 PM on Tuesday, October 15, 2019 in the Conference Room of the Springfield Housing Authority at 60 Congress Street, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
October 10, 2019

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 October 10, 2019 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 4:30 PM, and those present upon roll call were as follows:

PRESENT
Thomas Labonte
Jessica Quinonez
Angela Robles
Raymond Warren

ABSENT
Willie Thomas

ALSO PRESENT
Fidan Gousseynoff
Denise Jordan
Marieli Roman
Michelle Ricker
John Healy
Howard Coro
Priscilla Chesky

The Board reviewed the Minutes of September 17th, 2019. Commissioner Warren suggested readdressing the Minutes when additional members of the Board arrived; and explained the issue of an insufficient number of votes since the Chairman was out in prior board meeting. Chairman Labonte agreed, noted two errors in the Minutes and corrected information. The Minutes were readdressed and Upon a motion made by Commissioner Quinones, seconded by Commissioner Warren it was by a unanimously

VOTED: to approve the amended Minutes of September 17th, 2019.

Chairman Labonte discussed Agenda Item E.1. Election of Officers of the Springfield Housing Authority. Chairman Labonte called for a vote on item E.1 to keep all existing officers. Upon a motion made by Commissioner Quinones and seconded by Commissioner Warren, it was unanimously

VOTED: to keep all existing officers of the Springfield Housing Authority.

Chairmen Labonte proceeded to item E.2 to approve Change to Contract in the amount of \$24,600.57 thus increasing the total amount of contract award to Inglewood Development to \$2,345,712.57. The Capital Improvement Department's Project Coordinator Howard Coro explained that the elevator bidding did come in over 1.8 million dollars; KONE being the lowest bidder. Commissioner Warren asked Mr. Coro for more information on the remaining ½ million dollars; he replied the money is applied to the electrical at Riverview and plumbing at Saab Court.

Upon a motion made by Commissioner Quinones and seconded by Commissioner Warren it was unanimously

VOTED: to approve Change to Contract in the amount of \$24,600.57 thus increasing the total amount of contract award to Inglewood Development to \$2,345,712.57.

Chairman Labonte proceeded to item E.3 to approve contract award for window replacement at Ashley Gerrish and Bay Sherman apartments to Inglewood Developments, Inc. in the amount of \$374,217.00. Capital Improvement Director John Healy discussed the project to include window replacement for approximately 350 windows and emphasized those in the Ashley Gerrish development are in abatement. Mr. Coro added to the explanation that 174 windows have to be abated; this includes installation and window shades. Mr. Healy presented the bid results awarded to Inglewood Developments, Inc.

Upon a motion made by Commissioner Quinones and seconded by Commissioner Warren it was unanimously

VOTED: - to approve contract award for window replacement at Ashley Gerrish and Bay Sherman apartments to Inglewood Developments, Inc. in the amount of \$374,217.00.

Executive Director Denise Jordan presented the Executive Director's report to include the Executive Director Annual Report. Ms. Jordan discussed an overview and summary of several bullets as a follow up to April 2019 Board Meeting that included 10 objectives for the ED's annual report. Ms. Jordan discussed her accomplishments and area of concerns since her commencement as ED in October 2018. The 10 objectives were updated as follows:

1. Yardi software reported as on target and moving forward. Department needs are being identified and tweaked;
2. Outreach & Communication within the Springfield Housing Authority reported as continuous efforts with direct staff meetings, monthly meetings with property managers and foremen. Ms. Jordan assured her efforts in wanting staff to know they have a voice;
3. Vacancies reported also as a continuous effort in policy review, formation of a team for review and suggestion, painting and paint crew remains a work-in-progress for the overall goal of improving turnover;
4. Ms. Jordan discussed the DCHD Performance Management Review and the anticipated improvement once the YARDI software is complete;
5. Ms. Jordan also reported her NAHRO certification requirement has been fulfilled;
6. The elevator plan is pending finalization upon legal review. Ms. Jordan reported positive feedback from Manager Correa with new KONE representative;
7. The creation of a merit system was discussed. Ms. Jordan stated to create a merit system it has to be contractual, living the objective in lieu. Ms. Jordan emphasized that accountability, expectation, and using progressive discipline is discussed in meetings;
8. The SHA has met all of HUD requirement with the respects to the Avery Building and the SHA is waiting for Carr Properties; latest status update is Carr Properties met with their Board and we are waiting for them to move forward with process;
9. The Accounting Department update report includes the department working with Consultant to remedy staffing issues and is moving along. ED Jordan emphasized that finance continues to be involved in all matters where finance is a factor;
10. ED Jordan finalized updated objectives with a summary of her collaborations with our neighboring organizations.

Commissioner Warren addressed the end of contract (ED) coming up in March; suggested setting up a method to review, evaluate and recommend before execution of new contract. Chairman stated he will form committee in a couple of weeks and commence this process before the beginning of the year.

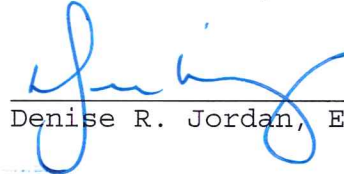
Chairman Labonte motioned to enter Executive Session for the purpose to consider the purchase, exchange, lease or value of real property. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinones, it was unanimously voted to enter Executive Session at 4:55pm.

There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Ray Warren, seconded by Commissioner Quinones, it was unanimously

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:16 PM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director