

MINUTES OF A REGULAR MEETING  
- REGULAR/OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON FEBRUARY 18<sup>TH</sup>, 2020

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 February 18th, 2020.

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, February 18<sup>th</sup>, 2020 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  
February 13<sup>th</sup>, 2020

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 February 18th, 2020 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  
Willie Thomas  
Jessica Quinones  
Angela Robles  
Raymond Warren

ABSENT

ALSO PRESENT

Fidan Gousseynoff  
Denise Jordan  
Nicole Kane  
Marieli Roman  
Michelle Ricker

The Board reviewed the Minutes of January 21st, 2020. There were no questions presented by the Board. Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, it was by a unanimously

VOTED: to approve the Minutes of January 21<sup>st</sup>, 2020.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to approve contract between the Springfield Housing Authority and its Executive Director Denise R. Jordan for the period of 04/01/2020 through 03/31/2022. Executive Director Jordan expressed her gratitude for the support and contributions of staff knowledge throughout her first year of fulfilling the role of Executive Director. Chairman Labonte also thanked Commissioners' Warren & Robles, HR Director Fidan Gousseynoff and Executive Department Manager Marieli Roman for their efforts and assistance in the ED evaluation process.

Commissioner Thomas and HR Director Gousseynoff discussed the process and communications with DHCD in verifying the parameters of the contract term for the ED. HR Director Gousseynoff emphasized that the ED's contract is well below the maximum salary amount DHCD allows.

Commissioner Warren addressed the Board and ED Jordan referencing the Evaluation's important element on goals & objectives that should be based on terms longer than one year and provided examples in legal services, social services, energy savings, defined goals with software implementation and SHA, Inc.

There were no further questions presented on this Agenda item. Upon a motion made by Commissioner Robles and seconded by Commissioner Quinones, it was unanimously

VOTED: to approve contract between the Springfield Housing Authority and its Executive Director Denise R. Jordan for the period of 04/01/2020 through 03/31/2022.

Chairmen Labonte proceeded to item E.2 to adopt resolution 9750 to approve the SHA's revised air conditioner policy. Public Safety Department Manager Michelle Ricker presented the recommendation to the Board of Commissioners. ED Jordan and Ms. Ricker discussed the changes made and addressed to this policy after careful review from the Policy & Procedure Committee; also adding the policy meets fire code compliance and is part of the SHA's lease enforcement.

Commissioner Warren raised questions pertaining to possible issue(s) the SHA faces surrounding air conditioners and our residents; Public Safety Manager Ricker informed the Board that the SHA's maintenance staff incorporates the evaluation of proper air conditioner installation. ED Jordan added it is part of the inspection process. Commissioner Thomas requested that the SHA's Inspection Checklist Forms include a specific checkbox to confirm the verification of an inspected air conditioner(s) for all applicable resident units. Public Safety Manager Ricker acknowledged the Commissioner's request. Commissioner Warren proceeded with discussion and questioned if any SHA apartment units that are not allowed air conditioner unit installation; both ED Deputy Nicole Kane

and Ms. Ricker replied yes there are developments where the installation of air conditioner units would create a non-compliant status according to HUD standard, and gave Duggan Park and Gentile Apartments as examples.

No further questions were presented on this agenda item.

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

VOTED: to adopt resolution 9750 to approve the SHA's revised air conditioner policy.

Executive Director Denise Jordan presented the Executive Director's report to include a summary of the month's progress. ED Jordan informed the Board Members of the SHA's first Manager & Foremen meeting of the year that also included SHA's Attorney Chesky and Kimberly Lee from MHA (Mental Health Association). ED Jordan briefly discussed few topics that arose during this meeting, such as: better communication on legal issues and collection of evidence between staff and the legal team, issues with TTP (Tenancy Preservation Program) that are often utilized in the SHA's court cases for SHA residents. ED Jordan expressed that the SHA is interested in exploring possibilities of an onsite mental health professional and staff training to include domestic violence and the Springfield Police Department. ED Jordan continued and discussed the SHA's Public Safety Department's efforts on the drug-related crimes at our SHA developments in collaboration with the Springfield Police Department. The report was concluded with ED Jordan discussing upcoming collaboration meetings and community events to include State Elective Officials and the City of Springfield.

No further questions were presented on this agenda item.


Chairman Labonte proceeded to item H.1 and H.2 to include the SHA's Financial Report and Accounts Payable Report respectively, for the month of December 2019. Accounting Manager Michele Decoteau summarized the budgets for the Board to include areas in the SHA AMPS and COCC.

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

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 5:20 PM.

ATTEST:

  
Thomas Labonte, Chairman

  
Denise R. Jordan, Executive Director

