

MINUTES OF A REGULAR MEETING
- REGULAR/OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON MAY 19TH, 2020

The members of the Springfield Housing Authority met in Open Session remotely via telephone conference at 10:00 AM on May 19th, 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

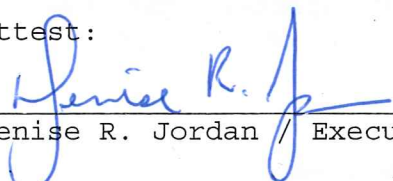
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 10:00 AM on Tuesday, May 19th, 2020 remotely via telephone conference call.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
May 15th, 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 May 15th, 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 10:00AM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte
Willie Thomas
Jessica Quinones
Angela Robles

ABSENT

Raymond Warren

ALSO PRESENT

Fidan Gousseynoff
Denise Jordan
Nicole Kane
Marieli Roman
Priscilla Chesky
Austin Harris

The Board reviewed the Minutes of February 19th, 2020. The board presented no questions. Upon a motion made by Commissioner Thomas,

seconded by Commissioner Robles and a Board of Commissioners roll -call, it was unanimously, it was by a unanimously

VOTED: to approve the Minutes of February 19th, 2020.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to vote to certify that the SHA is in compliance with State and Federal lead-based paint notification laws. Commissioner Thomas inquired if all developments are included in the certification process; Executive Department Manager Marieli Roman replied yes.

There were no further questions presented on this Agenda item. Upon a motion made by Commissioner Quinones and seconded by Commissioner Thomas, following a Board of Commissioners roll -call, it was unanimously

VOTED: to certify that the SHA is in compliance with State and Federal lead-based paint notification laws.

Chairmen Labonte proceeded to item E.2 to adopt resolution 9751 to approve the Tenants Accounts Receivable write-offs for FY 2020 in the amount of \$146,297.86. Deputy Director Nicole Kane presented the agenda item and explained the increase of tenants' accounts receivable between January 1st - December 31st, 2019 is reflected on the enhancements to the EIV system. Deputy Director Kane further explained to the Board that the EIV system revealed discrepancies between the systems reported tenant income database to the self-reported tenant income to the SHA. Deputy Kane further explained that unit-damages are also included to the increase in the dollar amount for the SHA. Deputy reported that some of these tenant cases are in financial agreements, and others are in the process of legal court proceedings.

No further questions were presented on this agenda item.

Upon a Board of Commissioners roll -call, it was unanimously

VOTED: to adopt resolution 9751 to approve the Tenants Accounts Receivable write offs for FY2020 in the amount of \$146,297.86.

Chairmen Labonte proceeded to item E.3 to approve FYE2021 Budget & FYE Budget Narrative. Accounting Director Michele Decoteau presented the agenda item to the Board and stated the projected budget for 2021 is in good standing. Director Decoteau & Deputy Kane explained a few additional items that would adjust the budget towards the end of the year such as the CARES act due to COVID-19. Chairman Labonte sought clarification on anything that could be worrisome, Director Decoteau replied no.

No further questions were presented on this agenda item.

Upon a Board of Commissioners roll -call, it was unanimously

VOTED: to approve FYE2021 Budget & FYE Budget Narrative.

Chairmen Labonte proceeded to item E.4 to accept the certificate of substantial and final completion along with retainage of \$37,655.60 to Inglewood Development Corporation. Director of Capital Improvement & Purchasing John Healy presented the agenda item and informed the board that the kitchen cabinet and electrical panel replacement project in Carpe Diem is complete. Commissioner Thomas also asked Director Healy if there is warranty on the products; Director Healy replied yes.

No further questions were presented on this agenda item.

Upon a motion made by Commissioner Thomas and seconded by Commissioner Quinones, following a Board of Commissioners roll -call, it was unanimously

VOTED: to accept the certificate of substantial and final completion along with retainage of \$37,655.60 to Inglewood Development Corporation.

Chairmen Labonte proceeded to item E.5 to approve three-year contract award to Marcum LLP for Fee Accounting Services in the amount of \$208,800.00 for May 2020 through April 2023. Director Healy presented the agenda item and informed the Board that the SHA's Fee Accountant was re-procured. Director Healy explained the bidding process and described Marcum, LLP. as a reputable company. Commissioner Thomas asked Director Healy if training was included in Contract; Deputy Kane responded to Commissioner Thomas and explained this service can be implemented on an as-needed basis.

No further questions were presented on this agenda item.

Upon a motion made by Commissioner Thomas and seconded by Commissioner Quinones, following a Board of Commissioners roll -call, it was unanimously

VOTED: to approve three-year contract award to Marcum LLP for Fee Accounting Services in the amount of \$208,800.00 for May 2020 through April 2023.

Chairmen Labonte proceeded to item E.6 to award plumbing supply contracts to United Plumbing Supply in the amount of \$5,846.61 and FW Webb in the amount of \$99,941.25. Director Healy explained this is an annual plumbing supply and further explained the bidding process.

No questions were presented on this agenda item.

Upon a motion made by Commissioner Quinones and seconded by Commissioner Thomas, following a Board of Commissioners roll -call, it was unanimously

VOTED: to award plumbing supply contracts to United Plumbing Supply in the amount of \$5,846.61 and FW Webb in the amount of \$99,941.25.

Chairmen Labonte proceeded to item E.7 to approve a three-year contract award to Westboro Pest Control for bedbug extermination services on an "as-needed basis". Director Healy presented the agenda item and informed the Board that SHA has two (2) contracts for pest control. Director Healy further explained that Westboro Pest Control will be implemented on an as-needed basis as a secondary service plan. Commissioner Thomas inquired if the SHA has a bedbug issue; Director Healy informed Commissioner Thomas that at times the SHA does have a bedbug problem but the SHA does not have a current bedbug problem. Chairman Thomas further inquired on the internal process and procedures in reporting bedbugs to the Authority; Director Healy and Deputy Kane explained it is self-reporting system and once there is sighting of bedbugs in one unit the entire development would receive treatment.

No further questions were presented on this agenda item.

Upon a motion made by Commissioner Quinones and seconded by Commissioner Thomas, following a Board of Commissioners roll -call, it was unanimously

VOTED: to approve three-year contract award to Westboro Pest Control for bedbug extermination services on an "as-needed basis".

Chairmen Labonte proceeded to item E.8 to approve the waivers on pages 1-11 of the attached chart of waivers established by HUD that are labeled 5/19/2020 as "Date of PHA adoption". Deputy Kane explained that HUD recommended the Authority to approve all statutory & regulatory waivers and then apply what is relevant. Commissioner Thomas inquired if the Board approved the waivers and the SHA chooses to utilize waiver(s), will the Board be notified; Deputy Kane replied that the Board would be updated on applicable waivers utilized.

No further questions were presented on this agenda item.

Upon a motion made by Commissioner Quinones and seconded by Commissioner Thomas, following a Board of Commissioners roll -call, it was unanimously

VOTED: to approve the waivers on pages 1-11 of the attached chart of waivers established by HUD that are labeled 5/19/2020 as "Date of PHA adoption".

Chairmen Labonte proceeded to item E.9 to adopt Resolution #9752 to approve FYE20 DHCD Top 5 Form. Director Decoteau informed the Board this information comes from our payroll and is a requirement from DHCD yearly. Executive Director addressed Attorney Chesky and inquired if this form is allowed to be submitted with electronic signatures by the Board; Attorney Chesky replied yes.

No further questions were presented on this agenda item.

Upon a motion made by Commissioner Quinones and seconded by Commissioner Thomas, following a Board of Commissioners roll -call, it was

unanimously

VOTED: to adopt Resolution #9752 to approve FYE20 DHCD Top 5 Form. Chairmen Labonte proceeded to item E.10 and presented this agenda item for informational purposes only and expressed to the Board Members to anticipate future discussion and planning within the next few Board Meetings of the objectives and goals for the Executive Director's Contract for the next two (2) years.

Chairmen Labonte proceeded to item E.11 and presented on behalf of Commissioner Warren concerns with the City of MA's new Sewer & Water rates and its impact on some of SHA's residents. Director Kane and the Executive Director expressed that our residents are not effected and stated the SHA pays for this utility expense.

Executive Director Denise Jordan commenced the Executive Director's report and discussed a few of the SHA's activities from the last Board Meeting held in February 2020 to the current Board Meeting date 5/19/2020 to include, but not limited to: the successful collaboration with the City of MA to assist in their five (5) year plan for HUD; an introductory meeting with PVPC's new Executive Director; YARDI implementation; the SHA's response and planning to the COVID-19 pandemic to include: weekly Manager's Meetings via conference call, the continuance of closure to the public with the exception of appointments deemed necessary, the split staff schedule between working remotely and coming into the office with emphasis on social distancing and mask covering requirement- as instructed by DHCD to postpone the re-opening of SHA anticipated date 5-19-2020 and continue the current COVID-19 plan. The Executive Director informed the Board of Directors that proper sanitization has been facilitated authority wide and sanitizing products have been given to all departments. Executive Director expressed gratitude to the Board for their support during these times and expressed recognition of staff on their work ethics, effectiveness and rising to the occasion during this COVID-19 pandemic.

Chairman Labonte expressed satisfaction and applauded the Executive Director for her transparency with staff and their inclusion throughout this crisis. Commissioner Quinones also expressed gratitude and applauded the Executive Director for her quick response to the COVID-19 crisis. Commissioner Quinones also expressed concern for some of the SHA's residents and their inability to receive SHA's pandemic procedural-related communications. The Executive Director informed Commissioner Quinones on the several channels SHA has utilized to communicate to our residents and the success on facilitating such communication by the SHA's Managers and staff.

No further questions were presented on this agenda item.

Chairman Labonte proceeded to item H.1 to include the SHA's Financial and Accounts Payable Report respectively, for the month of January 2020. Accounting Director Michele Decoteau discussed the SHA's Financial Audit Report for FYE 2019 and summarized the budgets for the SHA AMPS and COCC.

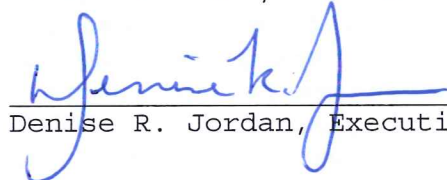
Commissioner Thomas and on behalf of the Board of Commissioners, emphasized gratitude and thanked Director Decoteau and the Accounting staff for their dedication and hard work throughout this COVID-19 crisis.

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

VOTED: to adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 11:07AM.

ATTEST:


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director