

MINUTES OF A REGULAR MEETING  
- ANNUAL/OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON SEPTEMBER 15TH, 2020

The members of the Springfield Housing Authority met in Open Session remotely via telephone conference at 1:05 PM on September 15th, 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

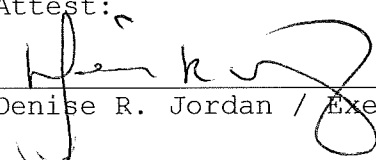
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 1:00 PM on Tuesday, September 15th, 2020 remotely via telephone conference call.

SPRINGFIELD HOUSING AUTHORITY  
/s/Denise R. Jordan, Executive Director  
September 11<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 August 25th, 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  
Angela Robles  
Raymond Warren  
Jessica Quinones

ABSENT

ALSO PRESENT

Denise Jordan  
Marieli Roman  
Michele Decoteau  
Brad Fink  
Priscilla Chesky, Esq.

The Board reviewed the Minutes of August 27th, 2020. The board presented no questions. Upon a motion made by Commissioner Warren, 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 August 27th, 2020.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. to vote on the election of officers for the Springfield Housing Authority.

Chairman Labonte requested nominations from the Board. Commissioner Warren nominated the present officers to continue serving until September 2021.

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

VOTED: to accept the present election of officers to continue service until September 2021.

Chairman Labonte proceeded to agenda item E.2- Annual Report for informational purpose to the Board. The Annual Report was reviewed and item topics were briefly discussed.

Chairman Labonte proceeded to the Executive Director's Report.

The Executive's Director recapped the current management of SHA during COVID-19 to include topic areas in: the usage of vacation time provisions instituted from the Special Board Meeting held in August; the current closure to the public that remains in effect in accordance with COVID-19 guidelines, the current staff scheduling protocol, the SHA's participation with recurrent teleconference calls with SHA Managers and DHCD. ED Jordan discussed the SHA's participation with two charitable events (1) Donna Blake Park event that included donations of 120 re-useable insulated bags equipped with PPE supplies by the Urban league of Springfield;(2)the Fresh Anointing Church donated PPE items to their neighbors at Jennie Lane Development. ED Jordan concluded report with an overview on the latest trainings at the SHA, a public safety update, and the SHA's preventive maintenance and inventory operations.

There were no questions presented on this agenda item.


Chairman Labonte proceeded to items H1. AP Report for July 2020 and H.2. AP Report for August 2020. Commissioner Warren presented questions on budget item lists regarding environmental costs and the legal bill services charge. Finance Director Michele Decoteau responded Commissioner Warren and stated this is an annual fee directed by HUD; additional details of the environmental review costs would be forwarded to the Director of Capital Improvements. Attorney Chesky responded to Commissioner Warren's and explained that the costs cover three months of services and that the billing was delayed due to closure and staff changes due to COVID-19.

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 Quinones, it was unanimously

VOTED: to adjourn the Open Session of a Annual Meeting of the Springfield Housing Authority at 1:41 PM.

ATTEST:

  
Thomas Labonte, Chairman

  
Denise R. Jordan, Executive Director

