

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON MAY 16th, 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 May 16th, 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

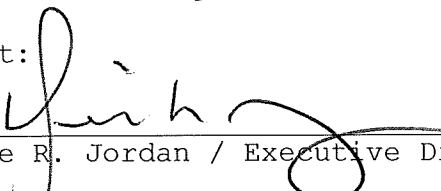
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, May 16th, 2023 via Zoom video conference call for public access and at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY
/s/Denise R. Jordan, Executive Director
May 12th, 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 May 12th, 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
Angela Robles (attended via Zoom)
Willie Thomas
Raymond Warren

ABSENT

ALSO PRESENT

Priscilla Chesky
Fidan Gousseynoff
Austin Harris
John Healy
Denise Jordan
Nicole Kane

C.1

Matthew Rogers

The Board reviewed the Minutes of April 18th, 2023. With no questions or comments and upon a motion made by Commissioner Quinonez, seconded by Commissioner Warren, following a board roll call, it was by a majority vote (Commissioners Thomas and Robles abstained)

VOTED: to approve the Minutes of April 18th, 2023.

The Rental Assistance Manager Matthew Rogers presented the first item on the agenda – the SEMAP Certification for FY23. He explained that the current score will allow the SHA to be rated as a standard performer – same as in 2019 when SEMAP Certification was submitted to HUD last time. He stated that there is an action plan for improvement in place with the goal to scoring more points and becoming a high performer that might result in getting more vouchers. Deputy Executive Director Nicole Kane explained that the agency did not score enough points on some indicators not because no work was done properly at all – in one instance, the score was just one percent below the required 98% and in another instance, it scored 85% versus required 98%. She added that with all the staffing changes and the software conversion, the Department's performance is expected to improve.

In response to Commissioner Warren's question regarding inspections, Ms. Kane explained that the staff turnover and software conversion were the main factors contributing to the low points scored for the Inspections indicator. The Inspections Department is now fully staffed, including 3 Inspectors and a new Inspections Clerk and quality control inspections being done. Mr. Rogers added that the plan is to move from conducting QC inspections from annually to every 90 days.

Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, and following a board roll call, it was unanimously

VOTED: to adopt Resolution #9778 to approve the Section Eight Management Assessment Program (SEMAP) certification for FYE2023 and authorize the Executive Director Denise R. Jordan and the Board Chairman Thomas Labonte to execute the certification and file it with HUD.

Deputy Executive Director John Healy presented to the Board the next item on the agenda regarding the boiler replacement project at 82 Division Street. The two old boilers with malfunctioning controls have been replaced with a new equipment; the project is now completed. In response to Chairman Labonte's question, Mr. Healy stated that the boilers are located between the Community Room and the Warehouse in a locked room with no access for public.

Upon a motion made by Commissioner Thomas, seconded by Commissioner Robles, and following a board roll call, it was unanimously

VOTED: to accept the Certificate of Substantial Completion from Boulanger's Plumbing and Heating, here by accepting the 82 Division Street boiler replacement project as substantially completed.

Deputy Healy informed the Board that the kitchen cabinet replacement project at the group homes at Egan and Manhattan Streets is now completed. He praised the work of the contractor - Inglewood - and expressed his appreciation to the tenants for their cooperation during the project implementation.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Thomas, and following a board roll call, it was unanimously

VOTED to accept the certificate of substantial completion from Inglewood Development, for the kitchen cabinet replacement at Egan And Manhattan street group homes here by accepting the project as substantially complete.

Interim Finance Director Austin Harris presented the next item and explained that the Top 5 Compensation Form must be reviewed, approved by the Board and submitted to DHCD annually. The information is based on payroll data and is broken down by the programs.

UPON a motion made by Commissioner Thomas, seconded by Commissioner Quinonez, and following a board roll call, it was unanimously

VOTED: to adopt Resolution #9779 to accept and submit to DHCD the Springfield Housing Authority's Top 5 Compensation form for FYE23.

Executive Director Denise Jordan reported to the Board about the Reasonable Accommodation training with Attorney Chesky held on April 21st; the mural project at Gentile Apartments that was discussed with the Board some time ago but the project was not implemented due to the artist not being available at that time; the meeting about Broad band on May 3th; attending the Network to End Homelessness meeting on May 12th and attending the Western Massachusetts Executive Directors Association meeting; the hiring process for District C Assistant Property manager and about the meeting on May 10th about re-distributing duties within the Rental Assistance Department to better utilize some employees skills and making the work of the department more efficient.

The Board of Commissioners accepted the Accounts Payable report.

Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez and following a board roll call, it was unanimously

VOTED: to enter into Executive Session to discuss strategy with respect to the purchase, exchange, lease or value of real property and to return to Open Session.

The Board entered into Executive Session at 4:26 pm.

The Board reconvened in Open Session at 4:45 pm.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Thomas and upon a board roll call, it was unanimously

VOTED: That Denise R. Jordan, the Executive Director (an "Authorized Representative") of the Springfield Housing Authority (the "Borrower"), acting singly, is hereby authorized on behalf of the Borrower and in its name to take any and all actions and to execute any and all documents needed to complete the following, upon such terms, amounts and conditions and in such form as such Authorized Representative shall approve: (I) First Amendment to the \$1,953,000 Massachusetts Development Finance Agency Revenue Bond R-1 (Springfield Housing Authority Project, Series 2012) (the "Bond") and \$547,000 Note to TD Bank, N.A. dated December 27, 2012 (the "Note"), and an Amended and Restated Note, including, without limitation, the execution and delivery of the following: First Amendment to Loan Agreement and Bond between the Borrower and TD Bank, N.A. (the "Bank") as owner of the Bond and holder of the Note, acknowledged and agreed to by Massachusetts Development Finance Agency (the "Agency"), Amended and Restated Note, Amended Tax Certificate, Incumbency Certificate, Post Issue Compliance Certificate and associated certificates and documents, and (II) the execution of any and all documents and the taking of any and all actions required by the Bank or the Agency in conjunction with the issuance for tax purposes of the Bond as amended.

VOTED: The Borrower has reviewed the form of Post Issuance Compliance Procedure previously provided by the Agency, and hereby confirms that the procedure previously adopted is hereby ratified and affirmed. The Authorized Representative is authorized to execute an updated Certificate of Compliance and the Borrower agrees to follow the procedures contained therein.

VOTED: In connection with any of the foregoing said Authorized Representative, acting singly, is hereby authorized from time to time to take any and all other actions, to execute any and all other documents, and to do and perform all other acts and things deemed by such Authorized Representative to be necessary, convenient or proper on behalf of the Borrower in order to accomplish any of the foregoing, the Authorized Representative's signature on any document or taking of any act to conclusively evidence such Authorized Representative's approval of the same and that it was duly authorized by the Board of Commissioners of the Borrower.

There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez, 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 4:48 PM.

ATTEST


Thomas Labonte, Chairman


Denise R. Jordan, Executive Director