



## Ipswich Housing Authority (IHA)

### June 2, 2020 IHA Board of Directors (Board) Meeting Minutes

**Due to the COVID-19 pandemic, the meeting was held remotely pursuant to Open Meeting Law waiver/guidance contained in Governor Baker's 3/12/20 Executive Order**

#### **1. Roll Call**

On roll call vote, Board members Charlie Allen, Chair; Richard Kallman, Vice-Chair; Susan Monahan, Treasurer; Judith Butterly, Secretary; and Glenn Gibbs all voted present. Also present were Kate McGuire, IHA Executive Director (ED); and Alex Russell, IHA Maintenance Director (MD). Chair Allen brought the meeting to order at 6:00 pm.

#### **2. Query Time**

NO QUERIES.

#### **3. Bills**

Board members reviewed recent IHA expenses and had no questions. Gibbs made motion, seconded by Monahan, to approve payment of bills. Vote was 5 to 0 in favor.

#### **4. Minutes of the regular meeting of May 5, 2020**

Butterly made motion to approve 5/5/20 minutes, seconded by Susan Monahan. Vote was 5 to 0 in favor.

#### **5. Correspondence: NONE**

#### **6. Executive Director Report**

ED reported on the following matters:

##### IHA Actions on COVID-19 Update

ED updated Board on the IHA response to the COVID-19 pandemic. The office remains closed with a tentative reopen date of early September 2020. Staff continue to work remotely, and maintenance staff continue to work primarily on vacant units, the grounds, and on emergency maintenance work orders. ED will be completing application for COVID related expenses from the Massachusetts Emergency Management Agency (MEMA). The IHA received a large shipment of masks from DHCD and we have been distributing them to residents. The IHA will be stocking supplies in preparation for an anticipated COVID resurgence in the fall.

ED received permission from HUD to use Ipswich CARES Act funds for office improvements to make the office safer to reopen. These include installing a partition and window to separate staff from the public. The only IHA Section 8 staff member works out of Hamilton full-time.

#### ModPhase

ED reported that staff are preparing to move residents from Building C to Building B. ED reached out to a number of vendors to assist with the move but only *Junk Junk Baby* was available on the dates needed. Rich Kallman asked if DHCD had OK'd moving of tenants; ED stated they had approved as long as tenants were comfortable. ED stated she is communicating frequently with the tenants and all are excited about moving to their new units.

#### Agawam Village Update

ED stated that she interviewed the Executive Director of Harborlight Community Partners, Andrew DeFranza, who the only respondent to the Development Consultant RFP. ED said she is very confident in Andrew's qualifications and looks forward to working with him on the project. Charlie Allen said he was also on the interview call and is very happy with Harborlight coming on board.

#### Reasonable Accommodation Policy

ED presented the IHA Reasonable Accommodation Policy. Rich Kallman asked if the policy was new or a revision. ED said it was a new policy.

Kallman made motion to approve the Reasonable Accommodation Policy, seconded by Butterly. Vote was 5 to 0 in favor.

#### Reasonable Internal Controls Policy

ED presented the revised Internal Controls Policy. She stated that the policy has been revised to reflect current office staffing and operations. Gibbs stated he had some minor suggested grammatical changes to the proposed revisions that are not substantive; he'll provide them to ED.

Kallman made motion to approve the Internal Controls Policy, seconded by Butterly. Vote was 5 to 0 in favor.

#### Procurement Policy

ED presented the revised Procurement Policy. She stated that the policy has been revised to reflect recent regulatory changes.

Kallman made motion to approve the Procurement Policy, seconded by Butterly. Vote was 5 to 0 in favor.

#### Year End Forms

ED presented the FY2020 statement, Tenant Accounts Receivable and Lead Paint Certificate.

Butterly made motion to approve the Year End Forms, seconded by Susan Monahan. Vote was 5 to 0 in favor.

### ModPhase Change Order #3

ED presented the Change Order #3 for the ModPhase project

### **8. Maintenance Report**

MD presented the vacancy report showing one vacant unit at 9B Caroline Ave. Maintenance staff are still working only on vacant units, outdoor work and only going into units for emergency work orders. MD is working on distributing the Personal Protective Equipment (PPE) supplied by DHCD for COVID-19 protection, and is also working on a PPE stockpile for the IHA.

### **9. Adjournment**

There being no other business to come before the Board, a motion to adjourn was made by Kallman, seconded by Butterly. Motion passed unanimously.

### ***Documents/Exhibits Used at Meeting***

- IHA ED Report 6\_2\_20.pdf
- CO#3 Back-up.pdf
- Financials FPE 3-31-20.pdf
- IHA Reasonable Accom Policy.pdf
- IHA Procurement Policy.pdf
- Top 5 Compensation Form.pdf
- YearEndCertification Form(1).docx
- Fiscal Year End Forms and Certifications Guide.pdf
- IHA Internal Controls.pdf

*6/2/20 minutes prepared by Kate McGuire and approved by the Board at its meeting of \_\_\_\_\_, 2020.*