



November 3, 2020 IHA Board of Directors (Board) Meeting Minutes

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

Roll Call

On a roll call, Board members Charles Allen, Chair; Richard Kallman, Vice Chair; Judith Butterly, Secretary; Glenn Gibbs, and Jackie Hayward all voted present.

Also present: Kate McGuire, IHA Executive Director (ED); Alex Russell, IHA Maintenance Director (MD); Jessica Sadoway, Assistant IHA Director/Finance Director; Julie Spencer, IHA Public Housing Manager; and Kathryn Greenwood, IHA Receptionist. Chair Allen brought the meeting to order at 6:01 pm.

Query Time

No queries.

Bills

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

Minutes of 10/6/20 Board Meeting

Allen made motion to accept October 6, 2020 minutes, seconded by Kallman. Vote was 5 to 0 in favor.

Correspondence

- Letter to Board from Fenton, Ewald & Associates, P.C. re Agency Wide Revenues and Expenses Analysis of Non-routine Expenditures and Credits as of September 30, 2020 for the six months prior.
- NAHRO News, October/November 2020

ED Report

ED reported on the following matters:

Financials

Accounts receivable are down as several rent accounts are seriously delinquent. Due to the eviction moratorium, IHA was unable to send out 14-day notices. However, there is quite a bit of money coming in from DHCD.

Allen asked why so many rent accounts are delinquent. ED responded that many of the tenants who have not been paying their rents have a history of nonpayment. The IHA served 12 eviction notices this past week.

ED reported that IHA has healthy reserves (37-38%), which is above the minimum reserves that DHCD requires.

IHA Receptionist

ED introduced new IHA employee Kathryn Greenwood to the Board. Kathryn's role will consist of receptionist duties at IHA and managing the public housing program at the Salsbury Housing Authority. Kathryn will also be taking the IHA Board meeting minutes going forward.

MCAT

ED reported that the centralized state waiting list (CHAMP) has seen an increase in applicants claiming emergency priority for the Ipswich, Salisbury, and Hamilton housing authorities. NAHRO has been working with the MCAT team to assist with emergency applicants. Specifically, NAHRO is pre-screening applicants at the top of the list, allowing them to receive a letter for the waitlist (although many do not reply). This reduces the amount of time IHA needs to screen applicants. ED stated that the cost for NAHRO services will be a prorated share amongst the LHA's that sign up.

Fair Market Rents (FMR) 2021

ED reported that the FY2021 FMR has been released by HUD. The new rents are a little higher than they were last year. ED recommended that Board implement the new FMR's at 100%, effective on January 1, 2021. Allen made a motion to accept FMR, seconded by Gibbs. Vote was 5 to 0 in favor.

Request for Proposals for A/E Services for the Agawam Project

ED reported that she submitted an RFP for architectural services for the Agawam Village Rehab Project. The successful applicant will be chosen by the Design Selection Committee (DSC). ED confirmed that the RFP selectee is based on its qualifications, not on its bid. Allen asked ED to share list of applicants with Board.

Annual Plan 2021

ED presented the draft IHA Annual Plan for 2021 and stated that due to COVID-19 restrictions the public hearing would be via video conference at the December Board meeting. ED emailed a copy of the plan to Heidi and Jackie of the tenant's association and had a copy posted at each laundry room. Gibbs said he would email his comments on the draft annual plan to ED prior to the public hearing on December 1st.

Maintenance Report

MD reported that IHA is sanitizing all common areas (hallways, laundry rooms, etc.) in response to Covid-19.

Southern Manor: MD anticipates completion of project by 1st of December. This includes finishing up paving of new parking spaces for Building A, as well as finalizing landscaping and a few other details.

Caroline Ave: Contractors are still working on accessible unit. The project is going well and is on time.

Vacant Units: Allen inquired as to when these units will be re-occupied. MD said there have been some supply chain/logistics issues due to Covid-19, along with contractors who are backlogged. Allen asked about stockpiling appliances due to the current environment. MD stated that IHA does stock many items and tries to keep on top of inventory, but there has been some delay in receiving newly ordered items.

Laundry Room: Butterly asked about status of laundry room. MD reported that he recently took pictures of all the laundry machines and took inventory of the machines (one is slated for replacement). IHA contracted with a maintenance person, who cleaned the machines. All machines in the laundry room are in operation. MD will be posting flyers in the laundry room to advise/remind tenants on how to use the high efficiency machines and to be courteous to others regarding clothing placed within machines. Any future issues can be relayed to MD.

Adjournment

There being no other business to come before the Board, a motion to adjourn was made by Allen, seconded by Gibbs. Vote to adjourn passed unanimously. The meeting was adjourned at 6:46 p.m.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 11/3/20
- IHA ED Report 11/3/2020
- Work Order/Offline Units Forms, 10/01 through 10/31/20.