

**TOWN OF PEMBROKE
MASSACHUSETTS**

**HOUSING AUTHORITY
MEETING MINUTES**

September 26, 2017 at 5:35PM

Attendance.

- A. The following commissioners were present
Carolyn Crossley, Chair
JoAnna Letourneau, Vice Treasurer
Judith Parks, Member
- B. The following commissioners were not present
Henry Daggett, Treasurer
James Muscato, Vice Chair
- C. Also present:
John McKeown, Executive Director

I. Announcements.

Ms. Carolyn Crossley, Chair, stated the meeting will be recorded.

II. Minutes.

On a motion made by Ms. Letourneau and seconded by Ms. Parks, the regular meeting minutes of **August 8, 2017** with edits were approved, 3-0.

III. Correspondence.

PMR, Employee Organization Chart, Contractor Vendor List.

IV. Executive Director's Report.

60 day a lot going on PMR reviews, Pembroke and Halifax.

Chair asked re: if probationary period, yes 6 mos. As is the case w anybody.

Jo Anna asked if GH comes in one day and comes back at a later time and the Director indicated they requested all of the specific information was requested...

How many turn overs 4 in Sep-Oct, 4 in Oct into Nov. Also asked about offering a fully handicapped unit to a non-disabled if all efforts are exhausted to house a hcp. All agree its best to house the HCP and the Chair suggests reaching out to other agencies for qualified applicants.

IV. Finance.

The Director submitted to the Board, as required, the 1st Quarter-Ending Report. Each Program is broken out. Our Operating Reserves are at higher levels. The report is as it appears in HAFIS. The Director asked the Board to look at the Compilation Report for a more understandable picture of the Quarter End.

400-1

JoAnna asked about Website getting updated, Director trying to get to it and getting the policies on there

Another piece of the puzzle and on the Org Chart.

Chair asked in next month to do Job Description

Website is looking pretty good but we should

Getting minutes on there.

Joanna getting our policies on our own website, Apps, Lease Agreement. Who monitors...Dex does. They will input the changes. JPEg and PDF to have the host put them on our website. Like: Language barrier.

Chair recommends QHA interpreter. Very easy for 3 way conversations. Call them up and having it on speaker. Chair said if at least 5% of population speaks X languages, those are the one that you need to meet for interpretative. If not 5% you don't need to translate docs. But every one needs

120\$ month is all it costs. Definitely worth looking into.

JoAnna asks and suggests scanning in the policies into PDF and get them loaded onto the site that way.

Start w one policy and 1 document

Tenant

Smoke

Pet

Lease Addenda, Reasonable Accommodation etc. Just send a folder monthly and we can get it on

Judy said it will require being done on a regular basis. JoAnna recommends getting the state Regs link and have that put right on to our site.

Complation

- A. The month of July and August 2017 Compilation Reports were provided. The Director informed the Board that while no action is required on them, the Operating Reserves are currently in excess of \$ 710,000.00. The Board instructed the Director to not include these reports on a monthly basis, except for Quarterly and Annual review.

OLD BUSINESS:.

Chair says that is why the next item is on the Agenda. After attending a workshop w Leo Dauwer, we need to

If employee that may have given rise to any potential conflict leaves, will you allow the contractor to bid work again.

Chair asks about Vendor List

JoAnna asks about the the contractors

All of these people we have a contract with? Director stated that Contract Register is for regular and contracted work through out the year: or have recently used.

ie, Elliot Tree...do we have 3 bids. Director states that under \$ 10,000 its sound business practices that it not necessarily need to be bid, but we do solicit quotes for as little as \$ 1,500

Chair said we could've gotten a n

Need to continue this and get owners and principals. Publicly traded cos will be noted and all owners will be.

As contracts expire, they will come off. Chair states if a contractor continues to bid our work they should all be on there. Director asks if we should go back. Judy says we should define what "now" means. All recurring contractors, vendors we use all the ime should be on it and stay on it.

We should finalize this list and on an annual basis certify the list for all staff etc.

PHA ORG CHART

JO:

Why is this split into 2 people? As of this minute we have 2 people doing two roles. We continue to to advertise. Chair asks if temporary

PT Prog.Coord/Books was one person. Could be one person.

Only reason she asks is why get someone for 10 hours week.... If we could have one person do both.

Goal is we want to have an asst ED here so we can funnel

This was a shock.

Our old S8 coord was an in name only. That the S8 position should not

Lets open up tehe discussion on how to org the Board.

Concern is planning for the future. The ASST will be able to do the same Job John does. Felt the ASSt ED should be a FT job.

JoAnn and the S8 coord is a PT job.

V. New Business.

The Director

After a brief discussion, it was determined by the Board that the next meeting will be December 12, 2017.

Adjournment.

On a motion made by Ms. Letourneau and seconded by Ms. Parks, **all were in favor 3 -0.** The meeting adjourned at 7:25PM.

Respectfully Submitted,

John P. McKeown, Executive Director