



NORTHAMPTON HOUSING AUTHORITY

APPROVED SEPTEMBER 2019 MINUTES

Members of the Northampton Housing Authority met at “McDonald House” at 49 Old South St. Northampton, Ma. on Monday, September 9, 2019.

The Vice Chairperson called the meeting to order at 6:34 p.m.

Upon Roll Call, those present and absent were as follows:

PRESENT: Vice Chairperson Brooks, Commissioner Laufer, Commissioner Silver, Commissioner Jones. Chairperson Richards arrived at 6:40 P.M.

ALSO PRESENT: Jack Redman; Deb Dunphy Smith; Sharon Kimble; Keith Walsh; Erika Krause; Lynn King; Christine Haigney; Lindsay Sabadosa and Kala Sabadosa.

State Representative Lindsay Sabadosa spoke about the 2020 Census and Canvass Launch taking place September 23, 2019 in Northampton. She spoke about why completing the census forms are very important for the City and the funding it receives. Asked anyone who has any ideas on how to get the word out and the forms completed, to let her know.

EMPLOYEE ISSUES: None

TENANT ISSUES

Christine Haigney - McDonald tenant, stated that the floors are really clean and she appreciates it! Commissioner Laufer asked if there was an update from the last Board meeting regarding the tenant issues.

Jack Redman – He is working with a Forsander resident regarding her rent question which has been resolved, and her neighbor above her. The tenant above her has a reasonable accommodation so they cannot put carpeting on the floors.

Commissioner Silver – what about the tenant who spoke about her Mother?

Cara – That was for a resident at Tobin Manor, where a Maintenance employee entered the apartment for a wellness check. The NHA procedure was again explained to the Maintenance person and he was reprimanded. The issue has been resolved.

Commissioner Jones – Is there a written policy on the procedure?

Cara – No just a procedure she implemented when she came here. She has a draft from some Attorneys on this and used it for a policy.

Commissioner Jones – He would like to see it in writing. Commissioner Laufer said maybe it should be policy. Commissioner Silver – let’s look at the procedure and see if it should be policy.

PUBLIC COMMENT - NONE

Approval of the August 2019 Minutes

Vice Chairperson Jones put forth the motion to approve, seconded by Commissioner Brooks.

VOTING AYE: Commissioners Laufer, Silver, Jones, Brooks and Chairperson Richards.

VOTING NAY: NONE

Whereupon Chairperson Richards approved the Minutes.

The Executive Director's Report

Went over rents collected and work orders, move in's and move out's.

The Mainstream Voucher submission was completed.

Commissioner Silver – what is the average time to be on a waitlist?

Cara – it can change due to preference – several years. McDonald – approx. 3 years, Florence Hts. 3 years, State is 4 to 5 years. Jack Redman said that in the two weeks that have passed since our last board meeting, over 300 people have applied. Many are using the CHAMP App. for applying.

Commissioner Silver – is there inter agency notification?

Jack – with CHAMP – yes, it removes them from the State.

UNFINISHED BUSINESS – Cara to give Board a list of the Training Seminars.

NEW BUSINESS:

MOTION – APPROVE USE OF MOBILE WORK ORDER PLATFORM.

Mobile work order platform. Maintenance employees have said yes to this. Their feedback is in Board packets. The cost for the product software is \$2,660.00 and the services to learn the system is \$1350.00.

Commissioner Jones – is one of the Maintenance employees replying a union steward?

Cara – yes.

Commissioner Jones – there may be an issue at some point with the union and the employees on this regarding technology.

Chairperson Richards – what do you propose doing about the Motion?

Commissioner Jones – approve, should the union have a problem the union can bring it up at a later date. I don't have a problem with it.

Commissioner Jones put forth the motion to approve the purchase of the software, etc. seconded by Commissioner Brooks.

VOTING AYE: Commissioner Jones, Silver, Laufer, Vice Chairperson Brooks and Chairperson Richards.

VOTING NAY: NONE

Whereupon Chairperson Richards approved the Motion.

JULY 2019 FINANCIALS

Cara – any questions?

Commissioner Jones asked a question regarding the General Fund Now Account. In June our balance was \$242,578.91 and at the end of July the balance was \$83,571.59. Sharon Kimble replied that it was our revolving account which payroll and accounts payable comes out of and in July we had a lot of big payments – i.e. Retirement portion for NHA, GIC payment for the Housing's portion as well as some insurance and a FISH payment.

Commissioner Silver asked if the deadline for completing the Evaluations could be pushed back that one week is not enough time.

Chairperson Richards asked if anyone else wanted an extension. Commissioners Brooks and Laufer replied yes. Also, to send copies of the contract and the job description to Board. Commissioner Silver would like one month.

Chairperson Richards said she would like to stay in compliance with the current policy. She did a poll –

Commissioner Brooks – 2 weeks; Commissioner Laufer – 1 month; Commissioner Jones can go either way.

Chairperson Richards decided on three weeks and if more time is needed by the Board to contact her.

Chairperson Richards thanked State Representative Sabadosa for coming to our Board Meeting tonight.

Vice Chairperson Laufer put forth the motion to adjourn the September meeting at 6:58 P.M., seconded by Commissioner Brooks.