

#2018-04
Special Meeting of April 18, 2018

The members of the Brockton Housing Authority met in Special Session in the Executive Board Room, Manning Tower, 45 Goddard Road, Brockton MA on Wednesday, April 18, 2018. Chairman Timothy Sullivan called the meeting to order at 2:00 PM. Upon a roll call, those present and absent were as follows:

PRESENT

David Teixeira
Janet Trask
Sandra Proctor
Ernest Pettiford
Timothy Sullivan

ABSENT

None

Also present were Thomas Thibeault, Executive Director; Frank Hinds, Division Director of Asset Management; Michael Pacious, Chief Financial Officer; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Owen Ahearn, Director of Maintenance; Cheryl Elliott, Director of Accounting; Tremeta Rose, Associate Director of Admissions and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Regular Meeting of March 22, 2018 have been reviewed and found to be in order. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve the minutes of the Regular Meeting of March 22, 2018 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There were no Visitors wishing to be heard.

Mr. Thibeault reviewed the Correspondence with the Board, which included the Mass NAHRO newsletter for April 2018; a letter from HUD regarding rate reduction incentive; information on a Citizen Leadership Program to be held on May 10 at the War Memorial building. Chairman Sullivan submitted information on a venue in Rehoboth for consideration of any future Authority functions. No action was required on this agenda item.

Commissioner Teixeira stated that he and Commissioner Proctor reviewed the bills for the Special Meeting of April 18, 2018 with Mr. Thibeault and Ms. Elliott and found them to be in order. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to approve the bills for the Special Meeting of April 18, 2018 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of FY 2018 Federal and State Operating Budgets. It is important to note that these budgets are projections of what we may receive in income and what we may experience in expenses. Our federal subsidy income figures are based upon 80% of the 2018 formula provided by HUD. The budgets have been prepared with a conservative

BHA Special Meeting

April 18, 2018

Page 2

approach and we believe the income projections are reasonable and expenses have been sensibly increased. It is important to note that by assuming a conservative income approach and maintaining level or increased spending, a number of programs contain budgeted deficits. Each month budget comparatives are produced and adjustments will be made to address any shortfalls to ensure that we continue to work within our budgets. Mr. Thibeault reviewed the budget summary in detail with the Board and addressed their questions and concerns. There are nine budgets that require action by the Board.

Commissioner Teixeira made a motion, seconded by Commissioner Proctor to approve Resolution #18-04: Resolution approving FY2018 Federal Operating Budget Project MA024-001-14-D – Asset Management project (AMP) 1. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve Resolution #18-05: Resolution approving FY2018 Federal Operating Budget MA024-002-14-D – Asset Management Project (AMP) 2. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Commissioner Proctor made a motion, seconded by Commissioner Teixeira to approve Resolution #18-06: Resolution approving FY2018 Federal Operating Budget – Section 8 Housing Choice Voucher Program. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve Resolution #18-07; Resolution approving FY2018 Federal Operating Budget – Central Office Cost Center (COCC). Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Commissioner Trask made a motion, seconded by Commissioner Pettiford that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number 400-1 for fiscal year ending December 31, 2018, showing total revenue of \$2,246,492 and total expenses of \$2,427,293 thereby requesting a subsidy of \$851,492 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

BHA Special Meeting

April 18, 2018

Page 4

Commissioner Proctor made a motion, seconded by Commissioner Pettiford that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number 689-1 for fiscal year ending December 31, 2018 showing total revenue of \$44,700 and total expenses of \$56,200 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Commissioner Teixeira made a motion, seconded by Commissioner Proctor that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number 689-2 for fiscal year ending December 31, 2018 showing total revenue of \$26,280 and total expenses of \$29,780 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Commissioner Pettiford made a motion, seconded by Commissioner Trask that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number MRVP for fiscal year ending December 31, 2018 showing total revenue of \$140,800 and total expenses of \$171,126 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

BHA Special Meeting

April 18, 2018

Page 5

AYES

David Teixeira
Sandra Proctor
Janet Trask
Ernest Pettiford
Timothy Sullivan

NAYS

None

The Chairman thereupon declared the motion carried.

Commissioner Proctor made a motion, seconded by Commissioner Teixeira to approve the FY2018 operating budget for the Brockton Housing Authority's Affordable Housing Program. Upon a roll call vote, the ayes and nays were as follows:

AYES

David Teixeira
Sandra Proctor
Janet Trask
Ernest Pettiford
Timothy Sullivan

NAYS

None

The Chairman thereupon declared the motion carried.

Mr. Ahearn presented the Maintenance Report for April 2018, reviewed it with the Board and addressed questions and concerns. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to accept the Maintenance Report for April 2018 and put on file.

Mr. Plouffe explained the Appointment of Homeownership Leasing Officer. In March 2018; advertisements were placed in *The Enterprise; Patriot Ledger; Taunton Gazette* and ZipRecruiter.com for an opening in the Leased Housing Department; it was also posted internally. The resumes were reviewed by Ms. Pauline, Ms. Bonny and Mr. Plouffe; seven candidates were interviewed; three were asked back for a second interview, one candidate declined. The committee agreed that the best candidate for the position was Flora Marchani of Brockton. Ms. Marchani has worked as part time clerical help at the Campello High Rise since March 2017 and prior to that worked with the Brown Bag program at Campello. Her supervisors at Campello were extremely positive in their references. Flora possesses an Associate's Degree from Massasoit Community College and is bilingual. Mr. Thibeault stated that he had the opportunity to interview Ms. Marchani and found her to be an excellent candidate with a strong work ethic; very professional and will be a great addition to the staff of the Brockton Housing Authority. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to appoint Flora Marchani of Brockton MA to the position of

BHA Special Meeting

April 18, 2018

Page 6

Homeownership Leasing Officer effective May 7, 2018 at the 2018 Step 1 rate of \$39,581 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Clerk Typist – Finance Department. In January 2018 the Authority posted internally and advertised in *The Enterprise; Patriot Ledger; Taunton Gazette* and on ZipRecruiter.com to fill a vacant position in the Finance Department. This position is extremely important to the collection of rent; which is a large portion of the Authority's income stream; thus requiring a strongly qualified candidate. The resumes were reviewed by Mr. Pacious, Ms. Elliott, Ms. Massiah and Mr. Plouffe; fourteen candidates were interviewed. Five candidates were called back for a second interview and a test which was prepared by the Finance Department. The committee was in agreement that Ms. Allison Farwell was the most qualified candidate for the position. She has experience in the collection field; the committee was impressed by her poise and maturity and her test score was the highest of all the candidates. Mr. Thibeault stated that he found Ms. Farwell to be a dedicated; hardworking individual who will be a tremendous asset to the Finance Department as well the Authority. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to appoint Allison Farwell of Brockton MA to the position of Clerk Typist effective May 14, 2018 at the Step 1 rate of \$39,044 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Ms. Rose explained the Approval of HUD Income Limits – 2018. The Department of Housing and Urban Development (HUD) has published its Schedule of Income Limits for the Brockton Metropolitan Statistical Area (PMSA). The schedule is based upon a percentage of the Median Family Income (MFI) for the area. The Low Income Limit is set at 80% of the MFI; Very Low Income is set at 50% of the MFI and the Final Limit is set at 30% of the MFI. These limits are used in determining eligibility for the various programs that the Brockton Housing Authority administers. The Authority is also responsible for evaluating its programs to ensure the families at 30% of the MFI are represented in accordance with current statute. The Income Limits have been reviewed and is recommended that they be approved as presented. Commissioner Pettiford made a motion, seconded by Commissioner Proctor to approve the 2018 HUD Income Limits as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Ms. Rose explained the Approval of MRVP Income Limits – 2018. The income limits for the Massachusetts Rental Voucher program (MRVP) have been published. They are based upon 50% of the HUD Area Median Income (AMI). The Department of Housing and Community Development (DHCD) requires that each authority adopt the income limits for the MRVP program. The Income Limits have been reviewed and is recommended that they be approved as presented. Commissioner Trask made a motion, seconded by Commissioner Pettiford to

BHA Special Meeting

April 18, 2018

Page 7

approve the 2018 MRVP Income Limits as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Executive Director's Contract. The document before you is a result of negotiations between Mr. Thibeault and a subcommittee consisting of Chairman Sullivan and Commissioner Pettiford. The contract reflects additional responsibilities of the Executive Director and complies with the most recent regulations implemented by the Department of Housing and Community Development (DHCD); with slight alterations made by the firm of KP Law, who was contracted by Mass NAHRO to review and advise the association and affiliated authorities on the contract language. It is further agreed that Mr. Thibeault will be governed by the Board adopted Personnel Policy for any other working conditions of employment not directly stipulated in his contract. The contract was reviewed with the Board in detail and questions and concerns were addressed. Chairman Sullivan and Commissioner Pettiford commended Mr. Thibeault on the sensible and conservative approach that he took during the negotiations. Mr. Thibeault thanked Chairman Sullivan and Commissioner Pettiford for their efforts in negotiating the new contract. Commissioner Proctor made a motion, seconded by Commissioner Trask to approve the contract of Mr. Thomas G. Thibeault as Executive Director of the Brockton Housing Authority effective January 1, 2018 through December 31, 2022 at an initial salary of \$162,965.00. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented the Executive Director's Report and reviewed it with the Board. Commissioner Trask made a motion, seconded by Commissioner Pettiford to accept the Executive Director's Report for April 18, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

Under New Business, Chairman Sullivan shared with Board members, a calendar; that may be useful as a calendar/art project; possibly a collaboration with the YMCA; as a fundraising initiative.

Mr. Thibeault stated that he will meet this week with Commissioners Trask and Proctor with regard to choosing candidates for the Person of the Year and Resident of the Year to be honored at this year's Annual Meeting.

There being no further business, Commissioner Proctor made a motion, seconded by Commissioner Teixeira to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried and the meeting adjourned at 3:25 PM.

BHA Special Meeting
April 18, 2018
Page 8

Respectfully submitted,

/S/

Timothy J. Sullivan, Chairman

June 29, 2018

Date

/S/

Thomas G. Thibeault, Secretary