

GHA Board of Commissioners

Regular Meeting

August 25, 2017 at 1:00 PM

Greenfield Housing Authority – 1 Elm Terrace – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Friday, August 25, 2017 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

1. CALL TO ORDER

Commissioner Fahey called the meeting to order at 1:10 p.m.

Commissioners Present: Rich Fahey, William Mason, Robert Hawkins, Trish Leonard,
Randi Parks

Commissioners Absent: None

Staff Present: Dan Finn, Jodi Clough, Andi Guy

Others Present: None

2. ACTIONS

Minutes: Commissioner Leonard notified the Board that due to the swearing in date of her reappointment to the Board, the motions she made at the July 28, 2017 would need to be rescinded and the actions would need to be re-voted. Vote # 17-37 was replaced with Vote # 17-40.

Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve the minutes of the June 23, 2017 Regular Meeting as prepared.

17-40 Voted 5 in favor; 0 opposed;

Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the July 28, 2017 Regular Meeting as prepared.

17-41 Voted 5 in favor; 0 opposed

Executive Director's Report: Commissioner Hawkins motioned and Commissioner Leonard seconded a motion to accept the Executive Director's Report for the month of July 2017.

17-42 Voted 5 in favor; 0 opposed

Monthly Financial Statements: Commissioner Leonard motioned to approve the June financial statements at the July meeting, therefore the Commissioners rescinded Vote # 17-39 and re-voted the June financial statements. Commissioner Mason motioned and Commissioner Hawkins seconded a motion to approve the June financial statements.

17-43 Voted 5 in favor; 0 opposed

Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the July 2017 monthly financial statements.

17-44 Voted 5 in favor; 0 opposed

Write-Off Policy Revision: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the revision to the GHA Write-Off Policy.

17 -45 Voted 5 in favor; 0 opposed

Personnel Policy Paid Time Off Revision: Commissioner Hawkins motioned and Commissioner Leonard seconded a motion to approve the revision to the GHA Personnel Policy; specifically changes to the language for Paid Time Off.

17-46 Voted 5 in favor; 0 opposed

3. OTHER BUSINESS

Payment Summary for July 2017

Provided for information.

Executive Director Performance Review

The Commissioners discussed the need for an appropriate evaluative tool as well as additional information such as the current contract, job description and DHCD's contract template. The Commissioners agreed to meet on Monday, September 18, 2017 in Executive Session to discuss the performance review and contract.

OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE

None

4. ADJOURNMENT

Commissioner Hawkins moved and Commissioner Mason seconded a motion to adjourn the meeting at 2:25 p.m. The next Special meeting of the GHA Board of Commissioners is scheduled for September 18, 2017 at 3:00 p.m. at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield. The Annual meeting is scheduled for September 25, 2017 at 3:00 p.m. at the Elm Terrace Conference Room at 1 Elm Terrace, Greenfield.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio