

APPROVED

GREAT BARRINGTON HOUSING AUTHORITY

2 Bernard Gibbons Drive

Great Barrington, MA 01230

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BOARD MEETING

Great Barrington Housing Authority Board of Commissioners

Friday, August 16, 2019

Meeting held at Community Room, 2 Bernard Gibbons Drive

Present: Acting Chair James Mercer, Jackie Sinico, Eileen Mooney

Absent: Diane Dillon

Administration:

Madonna Meagher, Assistant to the Executive Director

CALL TO ORDER

The meeting was called to order at 2:00 PM by Acting Chair Mercer.

MINUTES – August 6, 2019

Mooney suggested additions and corrections to the minutes. No action was taken to approve the minutes until the September board meeting.

NEW BUSINESS

Discussion and vote on modifications to executive director contract to meet DHCD recommendations

Acting Chair Mercer presented the proposed extract changes of the minutes as recommended by the Department of Housing and Community Development (DHCD).

Board Meeting Extract of Minutes:

- 1) Board Meeting extract Minute page 1 paragraph a) Approval of Executive Director Contract-new format per DHCD states ... "Dillon made a motion, seconded by Mercer to approve the Executive Director contract in the new format, as provided by DHCD. 26 hours per week at a salary of \$56,067.00 per year, contract term to be April 17, 2019 to April 16, 2020 ...

Suggested Language:

- 1) Board Meeting extract Minute page 1 paragraph a) Approval of Executive Director Contract-new format per DHCD states ... "dillon made a motion, seconded by Mercer to approve the Executive Director contract in the new format, as provided by DHCD, 26 hours per week at a salary of \$56,067.00 per year, contract term to be April 17, 2019 to April 16, 2020.

Contract of Employment Executive Director:

A. Basic Term: April 17, 2019 (1) year (s) and (0) months from the Effective Date ending on March 31, 2020, which is the last day of the Authority's fiscal year (see B.2).

Suggested Language:

A. Basic Term: April 17, 2019 (1) year (s) and 17 days from the Effective Date ending on March 31, 2020, which is the last day of the Authority's fiscal year (seeB.2).

Rider 1 Page 13:

..."Additionally, the Executive Director contract provides eight sick days, three personal days, fourteen vacation days and eleven holidays..."

Suggested Language:

..."Additionally, the Executive Director contract provides six sick days, three personal days ten vacation days and eleven legal holidays.

Mooney made a motion to approve the DHCD changes on minutes as coming from DHCD, Sinico seconded the motion
Unanimous approval via roll call vote.

The DHCD wanted the terms of the employment contract for the executive director clarified. There is a change to the contract and to the rider as well.

Sinico made a motion to approve the changes to the employment contract and the rider as coming from DHCD, Mooney seconded the motion
Unanimous approval via roll call vote.

A vote on the end of the year statement prompted discussion as Mooney stated that she had not received the current statement although Mooney reported an end of year statement had been received in June. Acting Chair Mercer stated that all the current DHCD materials had been sent by email. Discussion ensued that the fee accountant, currently Sue Honeycutt, prepares and sends the year end statement not the DHCD.

Sinico made a motion to approve the end of the year statement, seconded by Mooney
Unanimous approval via roll call vote

All board members in attendance signed the DHCD documents as handed out by the Acting Chair.

Discussion ensued about the GB Housing Authority budget. Mooney detailed a list of budget categories she had questions about and would like to have itemized. Acting Chair Mercer noted that the fee accountant (Sue Honeycutt) was available at the last board meeting [August 6, 2019] and available for any questions that any board member might have had. Additionally, Acting Chair Mercer reminded the board that the fee accountant is available during the month to answer questions any board member might have. Mooney stated she had not met with Honeycutt when she was physically on site, but had emailed her. Mooney continued the discussion reporting that she is prepared to send a letter to the DHCD to examine the budget and include her list of concerns. Acting Chair Mercer requested that Mooney send her list of concerns to the Acting Chair for him to follow up.

Mercer made a motion to approve the budget, seconded by Sinico
Unanimous approval via roll call vote

CITIZEN SPEAK
None present

BOARD COMMENTS

Sinico asked Acting Chair Mercer if there were any legal matters pending. Acting Chair Mercer stated that there were two legal matters regarding tenants, and possibly more.

Mooney asked Acting Chair Mercer if the thank you letter to Debbie Brazie had been sent. Mercer agreed to write the letter for the board to sign.

NEXT MEETING: SEPTEMBER 17TH 2PM CLAIRE TEAGUE SENIOR CENTER

ADJOURNMENT

Sinico made a motion, seconded by Mercer to adjourn the meeting at 2:30 PM.
Unanimous approval.

Documents reviewed: Agenda, Minutes of August 6, 2019, End of Year 8/14/19 Budget summary worksheet, Certification of top
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Compensation Form, Fiscal Year End Certification of Preparer and Executive Director, Certification of Compliance with
Notification
Procedures for Federal State Lead Paint Laws, Fiscal Year End Forms and Certification, Gmail email from Carolina Gonzalez
(Employment Contract for Ed)

Respectfully submitted by Madonna Meagher

