

GREAT BARRINGTON HOUSING AUTHORITY – SPECIAL MEETING
Wednesday, January 11, 2023

I. CALL TO ORDER: Attendance Roll Call - Potential Board vote. Chairman John Grogan opened the meeting via Zoom at 2:00pm with a roll call: John Grogan, “aye,” Eileen Mooney, “aye,” Philip Orenstein, “aye. Absent: Tom Blauvelt.

II. Replacing fee accountant:

A. Decide on process- Potential Board vote. The board discussed the process for creating an RFP for bookkeeping services for GBHA. J. Grogan stated it is potentially difficult to find someone for this role as the work is complex due to DHCD/state requirements – and no one on the DHCD list is able to work with GBHA. The board discussed office procedures - how invoices/payments/tracking may currently be handled by staff and noted that should be verified. It was agreed what is needed is a bookkeeper who is familiar with or willing to learn the DHCD process/system including budgeting and how to secure subsidies/funding. J. Grogan stated it would be a CFO-type role – to create and maintain the budget, but otherwise is strictly a bookkeeping function. P. Orenstein added a bookkeeper’s work within the DHCD system would be monitored/supervised through books/records that are evaluated via the Agreed Upon Procedures (AUP) process.

B. Craft RFP, if that is process determined - Potential Board vote. The board agreed to review P. Orenstein’s template/version of the RFP and to edited for brevity. J. Grogan stated the administrative section is not needed and should be removed and text added stating the candidate must know or be willing to learn DHCD systems/state requirements.

J. Grogan made a motion for the board to proceed regarding the RFP as follows using P. Orenstein’s template: add/delete content as necessary, send to E. Mooney to edit and send to T. Danzy for input by next Monday; E. Mooney seconded. Roll call vote: J. Grogan, “aye,” E. Mooney, “aye,” P. Orenstein, “aye.” All in favor: 3-0. J.

1. Grogan asked for additional input – it was noted T. Danzy had shared her primary needs/ concerns for the role which P. Orenstein read – all monthly financials; quarterly MOD reporting; budget formatting; assistance with DHCD on occasional approvals; assist, as needed, between the Housing Authority and DHCD accounting personnel; and year-end reports. J. Grogan noted T. Danzy does not connect with DHCD on financials. It was discussed S. Honeycutt enters transactions into the system, compiles information, creates financial statements on a monthly/quarterly basis and provides them to DHCD/the board.

C. Added item – P. Orenstein asked about the status of Mickey Maki as a new board member – J. Grogan replied it seems she is no longer interested and expressed concerns about the role. He continued to state he spoke with her at length – answered questions and clarified the board’s priorities – and she stated she would think about it. The board agreed they would like her to join and E. Mooney clarified the Selectboard recommends new board members, but the Governor’s office makes the appointment.

III. CITIZEN SPEAK: No citizens asked to speak.

IV. BOARD COMMENTS – Board members had no comments.

V. ADJOURNMENT – E. Mooney made a motion to adjourn; P. Orenstein seconded. Roll call vote: J. Grogan, “aye,” E. Mooney, “aye,” P. Orenstein, “aye.” All in favor: 3-0. The meeting was adjourned by unanimous consent at 2:42pm.

Documents reviewed: Draft job description/RFP.

Respectfully submitted,

Stacy Ostrow