

**REGULAR MEETING
PROVINCETOWN HOUSING AUTHORITY
Tuesday, January 22, 2013**

A regular meeting of the Provincetown Housing Authority was called to order by C. Andrews, Chair, on Tuesday, January 22, 2013 at 4:15 pm in the Maushope Common Room at 44 Harry Kemp Way.

Provincetown Housing Authority Board of Commissioners:

PRESENT:

C. Andrews, Chair; Diana Fabbri, Vice Chair; N. Jacobsen, State Appointee; Kristin Hatch, Molly Perdue

ABSENT:

OTHERS PRESENT: Patrick J. Manning, Executive Director

Motion by Kristin Hatch to take Agenda Item #8A & 8B out of order, seconded by M. Perdue;

VOTED: 5-0-0

8. NEW BUSINESS:

A. Pay Raise: Secretary D. Katchum

K. Hatch asked last pay raise for Secretary. ED reported January 2009.

Motion by N. Jacobsen to approve a 3% raise as budgeted for FY2013, seconded by D. Fabbri;

VOTED: 5-0-0

B. Contract: Executive Director P. Manning

C. Andrews provided information to Board that ED contract is legally binding without approval by DHCD. The information was verified in an e-mail by Joe Hart, DHCD Assets Manager for PHA. C. Andrews reviewed with the Board the ED contract was approved by the Board in Executive Session on November 28, 2012 and retroactive to October 1, 2012, the start of PHA FY2013.

Motion by D. Fabbri to offer a contract to ED P. Manning as approved in Agenda Item A of Executive Session held November 28, 2012 with retroactive date of October 1, 2012, seconded by M. Perdue;

VOTED: 5-0-0

Motion by M. Perdue to take Agenda item #7B out of order, seconded by K. Hatch;

VOTED: 5-0-0

7. OLD BUSINESS:

B. 951R Commercial Street:

ED to contact MHP regarding RFP requirements/process for a realtor to market 951R Commercial Street. K. Hatch informed Board of discussion with M. Jarusiewicz regarding the expansion of Maushope. The availability of funding is very unlikely without some match funding. K. Hatch expressed that proceed from sale of 951R Commercial Street could be utilized for match funds.

Motion by N. Jacobsen to take Agenda item #7A out of order, seconded by D. Fabbri;

VOTED: 5-0-0

7. OLD BUSINESS:

A. Report of the Commission for Public Housing Sustainability and Reform:

C Andrews provided the Board with update: loss of local preference, loss of local control, possible loss of local staff. ED informed Board that private developers are at the table with DHCD and risk to public housing. Board will consider writing a letter to the Banner & Cape Cod times.

C. Andrews, Chair and ED to provide updates to Board and information as it becomes available.

K. Hatch excused from meeting at 5pm

Motion by M. Perdue to take Agenda item #8C out of order, seconded by N. Jacobsen;

VOTED: 4-0-0

8. NEW BUSINESS:

C. 2013 E.D. Goals & Objectives:

C Andrews reminded the Board the Goals & Objectives portion of the Evaluation of the ED was postponed when the ED evaluation was conducted by the Board.

M. Perdue stated the G&O should focus on issues that affect the wellbeing and

quality of life of tenants as well as the overall functioning of PHA. C. Andrews stated the G&O should also focus on the overall financial stability of PHA as well as compliance with DHCD R Policies. The Board identified 3 G&O for the ED:

1. To maintain 100% occupancy in accordance with DHCD Vacancy Policy
2. Assess tenant's knowledge of all Emergency Policies & Procedures and maintain tenant compliance with such Emergency P&P
3. Conduct Annual Inspections in accordance with DHCD Inspection Policy. Develop a Plan Of Correction for any/all inspection deficiencies. ED to report to Board; outcome of Annual Inspections, Plan of Correction and implementation of Plan of Correction as well as progress of PofC.

Motion by N. Jacobsen to approve ED Goals & Objectives #1, #2 & #3, seconded by D. Fabbri;

VOTED: 4-0-0

1. PUBLIC STATEMENTS:

None

2. COMMISSIONERS' STATEMENTS:

M. Perdue informed the Board she would be resigning before the May elections. N. Jacobsen stated that M. Perdue would be missed by everyone, Board members, staff & tenants.

3. FRIENDS OF MAUSHOPE:

EIN number obtained and bank account set up for the Friends of Maushope. The next meeting of the Friends is scheduled for Saturday January 26, 2013. Board suggested the Friends of Maushope be invited a Board meeting.

4. FINANCIAL REPORT-2012 YEAR END:

E.D presented the November and December 2012 financials.

Motion by C. Andrews to accepted the November & December 2012 financial report as presented, seconded by D. Fabbri,

VOTED: 4-0-0

5. APPROVAL OF MINUTES:

N. Jacobsen motioned to approve the minutes of November 28, 2012 as amended, seconded by D. Fabbri

VOTED: 3-0-1 (M. Perdue abstained)

C. Andrews motioned to accept the minutes of the Executive Session of November 28, 2012, seconded by N. Jacobsen;

VOTED: 3-0-1 (M. Perdue abstained)

C. Andrews motioned to release the approved minutes of the Executive Session of November 28, 2012, seconded by N. Jacobsen;

VOTED: 3-0-1 (M. Perdue abstained)

6. DIRECTOR'S REPORT:

A. DHCD:

B. Maushope

1. Energy Audit:

Energy Audit by HAC completed

D. 3 Phase Electric:

Board requested ED obtain cost

E. Census:

24 of 24.

C. Family

1. Census:

9 of 9.

D. Foley House

1. Census:

10 of 10; new tenant leased up today

7. OLD BUSINESS:

C. Community Preservation Committee Report:

No report

9. APPROVAL OF VOUCHERS:

motion by D. Fabbri to approve vouchers, seconded by M. Perdue;

VOTED: 4-0-0

CLOSING STATEMENTS:

None

The next Board meeting scheduled Tuesday February 26, 2013 if K. Hatch is available.
ED to inform the Board of next Board meeting once scheduled.

D. Fabbri motioned to adjourn at 5:45 p.m., N. Jacobsen seconded.

Respectfully submitted,
Patrick J. Manning
Recording Secretary

-----Forwarded Message-----

From: "Hart, Joe (OCD)"

Sent: Nov 30, 2011 4:12 PM

Subject: Model E.D. Contract

Attached is the model contract. You can add sections to this if it is appropriate. Some contracts I have seen have sections added regarding early termination of the contract (severance conditions). Others have had bizarre additions regarding termination or paid leave and other contractual issues. The weird ones were never approved.

A contract between you and your board is legally binding with or without DHCD approval. An illegal term of a contract would only invalidate that term and not the entire contract.

Also, here are some excerpts relative to paid leave (sick, vacation or personal time) from the DHCD's Employee Handbook. DHCD will not approve paid leave funded by state programs in excess of these guidelines. We would approve paid leave that accrues at less than these guidelines.

Sick Leave

Full time employees accumulate 1.25 days of sick leave for each full calendar month of employment.

Personal Leave

On January 1 of every year each employee is credited with three paid personal leave days that must be used during the following 12 months or forfeited.

Vacation Leave

The vacation year begins January 1 and ends December 31. Employees begin to accumulate vacation credit after their first full calendar month of employment. For vacation accrual purposes, prior state and/or municipal service may be transferable if the break in service is not greater than 3 years. Vacation accrual is credited monthly. On December 31 of each year employees may carry over their 2 most recent years of vacation credits. Any accrued but unused time above the two most recent years will be forfeited. Vacation time of from 1 to 25 days in a calendar year based upon years of creditable service accrues at the following rate:

CREDITABLE SERVICE AS OF DEC. 31	VACATION CREDIT ACCRUED
Less Than 1 Year	6.25 Hrs/Each Full Calendar Month
1 Year But Less Than 4.5 Years	10 Days (6.25 Hours Per Month)
4.5 Years But Less Than 9.5 Years	15 Days (9.375 Hours Per Month)
9.5 Years But Less Than 19.5 Years	20 Days (12.5 Hours Per Month)
19.5 Years Or More	25 Days (15. 625 Hours Per Month)

Thank you,

Joe Hart

Housing Management Specialist

Bureau of Housing Management