

MINUTES of a Regular meeting of the
PROVINCETOWN HOUSING AUTHORITY - BOARD OF COMMISSIONERS
on December 19, 2018 5:15 P.M. at 44 HARRY KEMP WAY in the COMMUNITY ROOM

COMMISSIONERS PRESENT: Elaine Anderson, Chair; Keith Hunt, Vice Chair, Fran Coco, Member

STAFF PRESENT:
Kristin Hatch, Director

COMMISSIONERS ABSENT: Charlene Parris, Nancy Jacobsen

Also present: None

Meeting was called to order at 5:15 PM by Chair Anderson with Commissioners Anderson, Hunt, Jacobsen and Coco present at Roll Call. Commissioner's Jacobsen and Parris were excused. There were no public statements.

COMMISSIONER STATEMENTS: Chair Anderson attended the "7th Session" wrap up of the CDP Housing Institute meeting she attended. Many ideas came out of the session and discussion was in part around financing housing and sources of funding.

MEETING MINUTES: Director apologizes for being behind in minutes and plan to catch up. Minutes for meetings on 7/11/2018, 7/25/2018, 8/15/2018, 11/28/2018 were reviewed. 7/11/2018 & 7/25/2018. Motion to approve Commissioner Hunt, second Commissioner Coco. Vote 3-0-0; 8/15/2018 Motion to approve Commissioner Hunt, second Commissioner Coco. Vote 2-0-1 (Coco abst); 11/28/2018 Motion to approve Commissioner Hunt, second Commissioner Coco. Vote 3-0-0

DIRECTORS REPORT: Director provided check run of accounts payable and tenant ledger balances along with current bank statements to Commissioners and discussed reporting available in online management system *phanetwork*. To date all tenant, accounts payable/receivable and banking information have been entered for the last fiscal year and current one. Maintenance requests are also all now online in the system. Commissioners asked questions about financials. Director suggested they could all have online access to which the members replied that they would. Director will set up online accounts for Commissioners in *phanetwork*.

Property report by the director included a census for 667 program of 33 of 34, Federal Census 10 of 10, moderate census 3 of 3. Future notices for vacancy of 2 State units provided.

OTHER BUSINESS: Policies and procedures that need updating were discussed by Director who has been working on bringing them up to date. Four were presented for affirmation along with Tenant Handbook: *Sexual Harassment policy, Credit Card Policy, Rent collection and Violence Against Women Act Policy and Tenant Handbook*.

Motion to affirm the policies and Handbook made by Commissioner Hunt, seconded by Commissioner Coco. Vote 3-0-0

NEW BUSINESS: Director reviewed correspondence she and members have received by DHCD regarding online training for Commissioners that must be completed by the end of the year.

Director discussed the idea of paying some of the PHA regular bills online and the online banking requirement to expedite payment. A list of bills she would like to pay online: Mortgage payment, Eversource, Insurance, Comcast and Verizon.

A motion to allow these bills to be paid online by Director made by Commissioner Coco and seconded by Commissioner Hunt, the motion was approved by the following vote: 3-0-0

Dates for next meeting set at Monday January 14 at 11am and Monday January 30 at 6pm in order meet at time that Commissioner Parris may attend.

MOTION TO APPROVE VOUCHERS:

Upon a motion duly made by Commissioner Coco and seconded by Commissioner Hunt, the motion was approved by the following Vote: 3-0-0

MOTION TO ADJOURN:

Upon a motion duly made by Commissioner Coco and seconded by Commissioner Hunt, the motion was approved by the following vote: 4-0-0 MEETING ADJOURNED: 6:20 PM