

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on September 20, 2022, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: William P. Hurley, John P. Matheson and Joan M. Chiasson

COMMISSIONERS ATTENDING REMOTELY: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Edward J. Fahey, Thomas P. Callaghan, Jr. Esq. and Deborah A. Lungo

1. APPROVAL OF MINUTES

None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

None

3. FINANCIAL MATTERS

A. OPERATING BUDGET FISCAL YEAR 2023 -- RESOLUTION 2022-06

The Board had received MHA's proposed FY2023 Budget at the Regular Meeting of September 13, 2022. The Executive Director asked the Board if Members had sufficient time to review same and the Commissioners stated they were prepared to vote.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To approve and adopt MHA's Operating Budget for Fiscal Year 2023 beginning October 1, 2022 as proposed and authorize for the Board Chairperson to execute form HUD-52574 to memorialize such approval and further that the Executive Director be authorized to submit the signed the budget to HUD, as required.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

B. HOUSING AUTHORITY INSURANCE GROUP (HAIG INSURANCE)

The Board considered an insurance summary for HAIG'S insurance coverage through October 1, 2023 which included cyber liability insurance from Cowbell Cyber in the total sum of \$480,844.

After due discussion and upon motion duly made by John P. Matheson and seconded by William P. Hurley, it was unanimously

VOTED: To pay all HUD required insurance policy coverages, as well as cyber liability, provided in the total amount of \$480,844 with cost as allocated by the Finance Director.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

C. SOCOTEC CHANGE ORDER

The Board examined a proposed Change Order from Socotec dated September 9, 2022 in the amount of \$44,162 for additional design and contract administration services to be provided on the 120 Mountain Ave Second Floor Deck Repair Project.

After due discussion and upon motion duly made by William P. Hurley and seconded by John P. Matheson, it was unanimously

VOTED: To approve the Change Order from Socotec in the amount of \$44,162 to provide additional design and contract administration services on the 120 Mountain Avenue Second Floor Deck Repair Project with cost up to the increased contract amount to be paid by the CFP

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

D. MANETTE DONOVAN – INVOICE

The Board reviewed an invoice dated September 9, 2022 in the amount of \$2,117.50 for professional services on MHA's Language Access Plan.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve payment of the invoice in the amount of \$2,117.50 from Attorney Manette Donovan for on MHA's Language Access Plan with payment to be made by all MHA programs, inclusive of the COCC.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

E. YMCA - INVOICES (2)

Two invoices from the YMCA were submitted to the Board for review, as follows:

<u>DATED</u>	<u>INVOICE</u>	<u>AMOUNT</u>
08/31/2022	Newland Street After School Program	\$3,663.06
08/31/2022	Linden Street After School Program	<u>\$3,825.77</u>
	Total:	\$7,488.83

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve payment of the two (2) invoices from the YMCA in the total amount of \$7,488.83 for the provision of After School programming services at both the Linden and Newland developments with cost to be paid by AMP 1.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

F. YOUTH BUILD JUST- A – START

The Executive Director discussed a Memorandum of Understanding (MOU) between MHA and Just-a-Start and requested authorization to sign the MOU to begin a new youth-build

based (17-24 years old) work partnership program on maintenance tasks with the Just-A- Start that may prove very beneficial to MHA on HUD's Section 3 reporting requirements.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To authorize and approve the Executive Director's execution of the MOU with Just-a-Start to allow youth-based labor work crews to undertake maintenance related tasks at various MHA properties.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

G. MALDEN POLICE DEPARTMENT – INVOICE

The Board studied an invoice from the Malden Police Department in the amount of \$619.26 for details worked.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve payment to the Malden Police Department in the amount of \$619.26 with cost allocated to the AMPs served.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

H. DHCD MAXIMUM MRVP & PBV MAXIMUM RENTS

The Executive Director transmitted to the Board that DHCD had published MRVP Notice: FY23-01 with maximum rents for the MRVP and PBV programs for consideration.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and adopt DHCD's MRVP and PBV Maximum Rents to be implemented on January 1, 2023.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

I. MHA ROSS AND FSS PROGRAM

The Board discussed the request of MHA ROSS and FSS Program Staff to attend the New England Resident Service Coordinators Virtual Conference at the registration cost of \$335 each.

After due discussion and upon motion duly made by John P. Matheson and seconded by William P. Hurley, it was unanimously

VOTED: To approve MHA ROSS and FSS Program Staff to attend the New England Resident Coordinators Virtual Conference at the cost of \$335 each with cost to be paid by each program.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

4. POLICIES AND CONTRACTS

A. PERSONNEL POLICY

The Board analyzed two (2) proposed revisions to MHA's Personnel Policy, the first a revision of MHA's pre-employment screening process to consist of a pre-employment drug test, CORI search and verification of work-history and references satisfactory to MHA, in its sole Discretion, and the second to allow the MHA's Executive Director, in his/her sole discretion, to approve an employee's request in writing for an advance of up to twelve (12) days of unearned annual leave or sick leave in any one calendar year, to be offset against future time in the same amount available when accrued, with the Executive Director being obliged to inform the Board of each determination of any such request at the next regularly scheduled Board Meeting.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and adopt the revisions to the Personnel Policy.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

A. NAHRO Monitor

B. Malden Public Safety Day

7. OPEN DISCUSSION

A. PHADA Conference – January 8-11, 2023

The Board Examined a flyer from PHADA Conference scheduled January 8-11, 2023.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve Commissioners and staff to attend the PHADA Conference in Orlando, Florida from January 8 – 11, 2023 with all eligible travel, hotel, meal and Conference cost to be paid by MHA.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson and Joan M. Chiasson

Nays: None

ADJOURNMENT

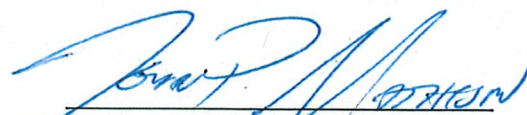
After due discussion and upon motion duly made by John P. Matheson and seconded by William P. Hurley, it was unanimously

VOTED: To adjourn

Ayes: William P. Hurley, John P. Matheson Joan M. Chiasson and Mark A. Lawhorne

Nays: None

Adjourned at 9:20 AM


John P. Matheson, Secretary