

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 August 12, 2020 - 2:00 p.m.
 Conference Call

Vice Chair Ferrini called the meeting to order.

I. ROLL CALL

PRESENT	LATE ARRIVAL	ABSENT
Vice Chair Ferrini		Chair Griffin
Commissioner Jewett		Commissioner Leith
Commissioner Rodenhizer		
Commissioner Pickering		
Secretary Craig Welch		

Members were present via conference call due to the COVID-19 pandemic.

Also present via Conference Call: Consultant Peter Roche, Finance Director Valerie Labrie, Executive Assistant Mary Kelliher

Vice Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated July 8, 2020 and accept as presented. Commissioner Jewett seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Jewett		Vice Chair Ferrini
Commissioner Pickering		
Commissioner		

The motion passed.

III. EXECUTIVE DIRECTOR’S REPORT

In summarizing his Executive Director’s report, Mr. Welch updated the Board with the information that Portsmouth Place Apartments has been sold. He congratulated the Resident Services team for continuing to do terrific work.

The Governor’s Office for Emergency Relief and Recovery (GOFERR) had an application for CARES Act funding. We applied for funding on behalf of the PHA Housing Development, LTD. and have been awarded \$93,057.75 from the Nonprofit Emergency Relief Fund. This award money will go towards COVID expenses from our Managed Properties, as well as transportation.

Commissioner Pickering motioned to accept the Executive Director’s Report as presented. Commissioner Rodenhizer seconded the motion. The voted were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed.

IV. NEW BUSINESS

A. Vote on PHA Board Officer Positions

Mr. Welch suggested a slate for the Board positions:

Chair: Ruth L. Griffin

Vice Chair- Thomas Ferrini

Treasurer- Kara Rodenhizer

Assistant Treasurer- Robin Pickering

Commissioner Jewett motioned to approve the proposed slate of Board Officers.

Commissioner Pickering seconded the motion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed and the new Board Officer positions consist of Ruth L. Griffin as Chair, Thomas Ferrini as Vice Chair, Kara Rodenhizer as Treasurer, and Robin Pickering as Assistant Treasurer.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

There was no discussion.

B. WAIT LIST

There was no discussion.

C. VACANCY REPORT

Vice Chair Ferrini asked why there were no numbers for some properties in the June report, to which Mr. Welch responded that lease-ups were not finalized yet.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Vice Chair Ferrini asked about AMP 1, the components of rent, and how they change. Ms. Labrie gave an example, saying that if a resident's insurance changes, their income for that month changes.

Vice Chair Ferrini inquired as to who is currently in charge of the HCV program. Mr. Welch informed the Board that our previous HCV Program Manager, Dian Maruca, is currently co-managing our HCV Program, while she is also in her new position as Director of Newmarket Housing Authority. Vice Chair Ferrini requested that Ms. Maruca do a presentation of the HCV program during one of the monthly Board meetings.

Ms. Labrie reported that some of the budget was able to continue to be used for the MC3 after-school program. Vice Chair Ferrini asked what happens at year end to that budgeted amount if it is unused. Ms. Labrie is unsure and said that is something we need to find out. The funds come through the City, so we can ask them how to proceed in this circumstance.

Vice Chair Ferrini noticed that the ROSS grant has a high budgeted amount and lower expenditure. Ms. Labrie said that the expenditure for salaries was lower this month.

Commissioner Rodenhizer asked what GASB68 GASB75 refer to. Ms. Labrie said these are for liabilities: long term health and pension.

Commissioner Rodenhizer asked about FUND099. Ms. Labrie said those are liabilities for the AMP as of the end of the month. Usual maintenance labor is documented as liability incurred but is paid out the next month.

Kara motioned to approve the operational reports, as presented. Commissioner Jewett seconded the motion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed.

VII. COMMISSIONER’S COMMENTS

Mr. Welch verbalized that he hopes the children in our properties are able to go back to school a few days a week. If children are not to be in school very much, he hopes to utilize any space we have to have a teacher potentially come and help our children at Gosling or Wamesit. The spaces we have available for that are the Greenleaf Recreation Center and Gosling Recreation Center (the shared building with Meadows Preschool).

IX. ADJOURNMENT

Commissioner Jewett motioned to adjourn the meeting. Commissioner Rodenhizer seconded the motion. There was no further discussion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed and the meeting adjourned.