



BHA Regular Meeting of the Board of Commissioners
April 6, 2020
Via zoom
Minutes

BOARD MEMBERS PRESENT: Sandra Bessette, Chair; Nancy Messina; Sharyn Brush

ALSO PRESENT: Penny Taylor - Director of HCV / Section 8 Program; Dack Lauzon - Director of Facilities Management & Capital Fund; Lindsay Vajda- Director of Administrative Services; Mary Gerisch

A quorum being present; Sandy called the meeting to order at 4:32 p.m.

Agenda Item 1- Acting Executive Director

After discussion of the appointment of an Acting Executive Director, it was, upon motion by Sharyn duly seconded by Nancy, unanimously

RESOLVED, that Lindsay Vajda shall be, and by this Resolution is, appointed Acting Executive Director of the Corporation; and be it further

RESOLVED, that Lindsay shall have all powers and duties as ascribed to that position as detailed in the contract signed between BHA and Lindsay Vajda.

Agenda Item 2- Minutes of prior meeting:

After reviewing the draft Minutes of the prior meeting, and upon motion of Nancy Messina, seconded by Sharyn Brush, it was unanimously

RESOLVED, that the Minutes of the March regular meeting of this body are approved as submitted as an accurate record of that meeting to become a part of the records of the BHA.

Agenda Item 3- Staff Reports:

- a. Section 8 Report: Penny updated the Board reporting that lease ups and application processes continue during this period by use of facebook, zoom, email and phone to communicate with clients. Annual inspections and follow up inspections are the only things that are not being routinely done,
- b. Facilities Report: Dack updated the Board on activities in connection with COVID. Dack reported that his team is still working using social distancing guidelines and masks that they are currently working independently and doing inventory updates to enter in PHA-Web. He also noted that the public areas of the two elderly campuses are being cleaned twice daily.
- c. Administration Report: Lindsay noted that she will be going into the office twice weekly to do billing functions and to sign and send checks she is able to do payroll email and other functions from home.

Agenda Item 4- financial report

The financial report was discussed by the board and noted that due to the pandemic and potential new HUD regulations it will be updated at the next meeting.

Agenda Item 5- setting of next meeting date

The next meeting date of this board is set for Monday May 18th at 4:30 p.m. it will be held either at the Willowbrook campus or via Zoom depending upon the distancing regulations.

Agenda Item 6- Public comment: no members of the public were present and therefore there was no public comment to be addressed.

Agenda Item 7- Adjournment

At 5:10 pm the meeting was adjourned upon motion by Nancy Messina seconded by Sharyn Brush.

Respectfully Submitted

Lindsay Vajda, Secretary