

**NEEDHAM HOUSING AUTHORITY
HIGH ROCK HOMES, LLC**

**BOARD MEETINGS
MINUTES**

Thursday, January 18, 2024

COMMISSIONERS PRESENT:

Reginald C. Foster, Chair
Eleanor Evans, Vice-Chair (absent)
Ed Scheideler, Treasurer
Penny Kirk, Commissioner
Janice Bennett, Commissioner (remote)

NHA STAFF PRESENT:

Cheryl Gosmon, Exec. Director
Margarita Morales, Acting Asst. ED

GUEST:

This was a Hybrid meeting. Chair Foster called the meeting to order at 7:40 p.m. He called the roll of Commissioners with all reporting present on Thursday, January 18, 2024, for the Needham Housing Authority (NHA) and High Rock Homes (HRH) LLC Regular Board meeting. He noted that the Secretary of the NHA provided adequate notice of this meeting by preparing a Public Notice dated January 12, 2024, setting forth the date, time, and place of this meeting. Said notice was filed with the Clerk of the Town of Needham and provided to people requesting it.

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Announcements from the Chair: commissioner Evans has decided in the spring when her seat expires will not run for the position she is occupying.

Resident/Community Input:

Sue Biazisso – The FFS on January 27, 2024, will be holding at Captain Robert Cook Drive a presentation on budgeting and counseling with the American Consumer Credit Counseling. Sue says this organization is fantastic. Nonresidents will be allowed to attend. Mass Union of Public Housing Tenants Organization will be meeting with Cheryl Gosmon, Executive Director, Jessica Reese, and Sue Biazisso to discuss the tenant organization. Sue Biazisso will be receiving a transcript of the Grievance webinar and will share it.

Ross Donald – announced Linden-Chambers and High Rock Estates will be working on nominations procedures for the restart of the tenant organization. He is concerned about how the calendar gets scheduled after the events. The first Thursday of the month an on-site blood pressure clinic opened and that’s been canceled. There has been a bit of confusion as to who has been paying for that.

Discussion/Approval items – NHA & High Rock Homes LLC

A. Review & Approve:

NHA Bill/Check Warrant

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to approve the check register listed on the Warrant dated January 18, 2024, in the amount of \$478,164.94.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0.

HRH LLC Bill/Check Warrant

Motion and Vote

Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Kirk to approve the High Rock Homes, LLC check register listed on the Warrant dated January 18, 2024, for \$63,407.23.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0.

B. Review & Approve – Board Meeting Minutes

- 1. NHA Special Board Meeting 10 – 30 – 23**
- 2. NHA Monthly Meeting Budget - 12- 7 -23**
- 3. NHA Monthly Meeting 12 - 14 -23**

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve the 10-30-2023 minutes, 12-7-2023 minutes, and 12-14-2023 minutes.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0.

C. Information & Discussion: Executive Director’s Report

1. Monthly Financial Report – October November and November 2023

Ms. Gosmon presented the monthly financial report for the Board’s consideration. Ms. Gosmon stated she would be more than happy to answer any questions in the report.

2. Monthly Management Report – This month were quite a few heating in units related work orders and water clogging work orders at Linden Chambers.

3. Waiting List Report - Chairman Foster finds the Waiting List Report significantly informative and commends the Executive Director- Cheryl Gosmon for including the information in packets.

4. Tenants Accounts Receivable Project – Rent Collection is getting better.

5. Staffing Update - NHA does not have a Leased housing Manager for the federal program nor a Section 8 Coordinator for the Section 8 program. Cheryl has contracted with some consultants to help keep Section 8 moving and stay on time. They come in on weekends and some come in on Fridays.

Elizabeth Faye is NHA’s new Resident Opportunity Self Sufficiency Service Coordinator (ROSS). In your packets are her resume and her excellent references. She is doing a phenomenal job of working with the ROSS program. Reporting to HUD and Liz has done a phenomenal job of gathering data. It’s a big data driven report on everything from soups to nuts (sorry for that term) and report to HUD by the end of the month. Liz has met with residents, she has created referral forms, has met with community partners. She is very motivated and enthusiastic about the services NHA will provide to the residents.

6. Proposed 2024 ED Goals – Tabled

7. Smoke-Free Building Policy – Board Vote

Motion and Vote

Upon a motion duly made by Commissioner Chairman Foster and seconded by Commissioner Scheideler to approve the Smoke – Free Building Policy.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0.

8. Rent Collection Policy- Executive Director, Cheryl Gosmon asks for an approval of the proposed revision to the Rent Collection Policy.

Motion and Vote

Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Scheideler to approve the Rent Collection Policy.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0.

9. Community Room and Shared Space Policy Draft - For Board review for now and more work will be put into it.
10. Engagement of Marcum LLP letter regarding HRH Audit - Review
11. Initiative to take HRH LLC Management back In-house. Executive director Cheryl Gosmon would like NHA to take back the managing of High Rock Homes and the discussion was held to investigate it further.
12. Return regular NHA Board Meetings to Thursdays – It is agreed by the Board to move future Board meetings at 5PM
13. NHA Roles & Responsibility: Executive director Cheryl Gosmon included in Board packets NHA Roles & Responsibility for board review and comments.
14. NHA Resident Service Coordinator Report - NHA has three resident services positions. A report has been provided in the packets.
15. Family Self-sufficiency (FFS) Coordinator Report
A report has been provided in the packets.
16. Resident Opportunity Self-Sufficiency Service (ROSS-SC) Report
A report has been provided in the packets.
17. Any other issues/updates of NHA
No new issues or updates.

D. Status Updates – Preservation & Redevelopment Initiative (PRI) (R.Foster)

Linden/Chambers Redevelopment Project

- Review and Approve the Linden Street Bridge Conveyance Request –
- **Motion and Vote**
- Upon a motion duly made by Chairman Foster that the NHA board of Directors authorize the Executive director to finalize the wording on a letter and send it to EOHLC to get back to NHA requesting or getting approval to do the transfer as articulated in EOHLC Public Housing Notice 2023-04. Seconded by Commissioner Bennett.
Chairman Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Scheideler votes aye;
Commissioner Kirk votes aye and Commissioner Bennett votes aye.
The motion carried. The vote was unanimous, 4-0

Chairman Foster asked the Board to save the date of February 6, 2024 (Tuesday) 5:00PM to have a special board meeting to discuss and vote to approve the Homes funding federal program. NHA is expecting to get 750,000 and has a deadline. Will need a board vote to apply.

2. Seabeds/Cook Preservation & Modernization Project
A master plan is finalizing. The plan is reviewed.
4. Development Partner Negotiation

- New Board Training Dates(s)
Chairman created a first draft of a training and identified a potential trainer.

Motion and Vote

Upon a motion duly made by Commissioner Chairman Foster and seconded by Commissioner Scheideler to approve to engage Vinny Viola as the NHA board trainer.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0.

- Additional Business Terms consultant

E. Status updates – Internal Initiatives

1. Paving Project at SBW/CRCD and Linden/Chambers – the project will go out to bid by February 17,2024
2. Unit 42 – CRCD Work is almost completed.
3. Cook’s Afterschool Program – This program is an opportunity for children to read and do homework. The four tutors in the program are phenomenal. The school department is supportive to the program.

F. New Business

1. Needham Housing Authority Representative to the Needham Council on Aging Board
Ann Demarderosian

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to designate Ann Demarderosian as the official NHA representative on the Needham Council on Aging Board.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0.

2. New two year Contract for Fee Accountant

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to approve Rick Shaw Accountant Contract.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

3. **The motion carried. The vote was unanimous, 4-0.**

Adjournment of the Regular NHA & HRH LLC Meeting

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to adjourn the January 18, 2024, NHA and HRH LLC Board meeting at 10:30 PM.

Chairman Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 4-0

Respectfully Submitted by:

Margarita Morales
January 18, 2024