

AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
THURSDAY DECEMBER 28, 2017
ANN WHALEN COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on Thursday December 28, 2017, in the 5TH floor Community Room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Board Chair, C. Kruger called the meeting to order at **3:01** p.m.

PRESENT: Commissioners: C. Kruger, S. Jefferson, M. Burkart

ABSENT: T.Boutilier, D. Williams (excused absence)

ALSO, PRESENT: D. Turgeon, Executive Director; P. Parmakian, Director of Programs; others

AGENDA ADOPTION/CHANGES: Adopt

Upon motion by M. Burkart, seconded by S. Jefferson, the agenda was presented.

It was voted to adopt the agenda as **with a change to defer the Chestnut Court boiler project to the next meeting.**

Unanimous

APPROVAL MINUTES OF NOVEMBER 27, 2017

Upon motion by M. Burkart, seconded by S. Jefferson was made to approve the minutes as presented.

Unanimous

ACCOUNTS PAYABLE NOVEMBER 2017

Upon motion by S. Jefferson, seconded by M. Burkart, it was voted to approve the accounts payable warrant for November 2017.

As presented. Unanimous

TENANT CONCERNS

Comments regarding the community room furniture was brought up by A. Root. The board advised him to bring his concerns to staff as it was a matter of operations.

PROGRAM PARTICIPANT CONCERNS:

None presented

TENANT ORGANIZATIONS UPDATE:

D. Turgeon presented she has been attempting to market to new tenants the opportunity to be part of the Tenant Organization.

ANN WHALEN RENOVATION PROJECT CHANGE ORDER #8 IN THE AMOUNT OF \$1,014

This Change Order is due to electrical work items.

Upon motion by S. Jefferson, seconded by M. Burkart, it was voted to approve the punch list.

Unanimous

CHESTNUT COURT BOILER REPLACEMENT PROJECT - APPROVAL OF FINAL COMPLETION

Deferred to the next monthly meeting.

APPROVAL OF REQUIRED CHANGES TO FLAT RENTS AT WATSON FARMS (SEE ATTACHED)

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the Flat Rents as presented. Unanimous

ADOPTION OF EXECUTIVE DIRECTOR ANNUAL GOALS 2017-2018

Upon motion by M. Burkart, seconded by S. Jefferson, it was voted to approve the annual goals established by the Board (see attached). Unanimous

REVIEW DRAFT OF PET POLICY FOR 667 ELDERLY/ HANDICAPPED STATE-AIDED PUBLIC HOUSING

The current Pet Policies for the Ann Whalen building was discussed. It was decided D. Turgeon would revise and update the current policy to be presented at the next Board Meeting.

REVIEW OF UNIT VACANCIES- SEE ATTACHED:

D. Turgeon presented the Vacancy report

EXECUTIVE DIRECTOR'S REPORT- SEE ATTACHED

D. Turgeon presented her Executive Director report

CHAIR'S REPORT:

C. Kruger presented her Executive Director report which included the need for new blinds in the Ann Whalen community room. C. Kruger also submitted her resignation to be effective at the end of the next Board Meeting. She explained she is the Governor Appointee and described the appointment process. The Board and staff present thanked C. Kruger for her amazing years of service and expressed their appreciation.

OTHER BUSINESS-

None presented

NEXT MEETING DATE: JANURY 22, 2018 AT 3PM

*** Materials Included-**

Executive Director Report

Review of Vacancies- Unit Vacancy Report

Motions

ADDITIONAL INFO:

Re: Required Changes to Flat Rents at Watson Farms

On November 15, 2017, HUD issued PIH-Notice 2017-23. This Notice supersedes and replaces the guidance provided in PIH-Notice 2015-13. It clarifies HUD's interpretation of the statutory amendment related to flat rents and serves as supplemental guidance to the Streamlining Final Rule. A copy of the Notice is attached to this memo.

The FY 2015 Appropriations Act requires PHAs to set their Flat Rents at no less than 80% of the Fair Market Rent (FMR) for the PHA's area. However, because Fair Market Rents represent the gross cost of a unit (rent plus utilities), this amount must be reduced by the utility allowance for a unit if the tenant is responsible for paying utilities. The families at Watson Farms pay all of their own utilities.

The table below shows our current Flat Rent schedule (in effect since 2011), and compares the gross rent of each unit to 80% of the FY18 Fair Market Rents (minus the 2017 Utility Allowance).

Unit Size	Current Flat Rents	2017 Utility Allowance	Current Gross Flat Rent	80% of FY18 FMR (minus Utility Allowance)	Difference
1-bedroom	\$489	\$116	\$605	\$591	\$102
2-bedroom	\$622	\$155	\$777	\$738	\$116
3-bedroom	\$744	\$194	\$938	\$926	\$182
4-bedroom	\$871	\$237	\$1,108	\$1,064	\$193

Because the current Flat Rents for all units fall below 80% of the FY18 FMRs, the AHA is not in compliance with the Appropriations Act. Therefore, we must implement changes to the Flat Rent Schedule as soon as possible.

Currently, the AHA has two families at Watson Farms paying Flat Rent. In each case, 30% of the family's adjusted income exceeds the Flat Rent minimum. Therefore, this increase should not have a serious affordability impact on them.

PHAs cannot apply a new Flat Rent schedule until a family's next annual recertification. Our first family impacted by this change has a recertification date of 11/1/18 and lives in a two-bedroom unit, so their rent would increase by \$116/month at that time. The other family has a recertification date of 8/1/18 and lives in a three-bedroom unit, so their rent would increase by \$182/month at that time. A change to the schedule effective January 1, 2018 would give them plenty of notice of the increase in Flat Rent.

Recommended Next Steps for the Board of Commissioners:

1. Vote to implement the new flat rent schedule setting rents at 80% of the 2018 Fair Market Rents for Amherst as detailed above effective January 1, 2018;
2. Vote to implement the new schedule on the family's next scheduled annual reexam.

Attachments to this memo:

1. PIH-2017-23;
2. FY 2018 Fair Market Rents for Amherst;
3. AHA 2017 Utility Allowance Chart.

AHA Revised Executive Director Goals
Nov. 27, 2017
Submitted by: Connie Kruger

These goals have been revised to reflect Board comments Original draft goals discussed at the AHA Board Meeting May 22, 2017.

1. Grants and Contracts: Administer grants and contracts in a timely manner and keep the Board informed of progress and key deadlines.
2. Budget Management: Provide the Board with quarterly updates in a clear and understandable format, and include explanation of unusual expenditures as well as revenue opportunities.
3. Tenant Relations and Property Management: Address on-going concerns of tenants. Have systems in place to assist in maintaining oversight and quality control of all AHA owned and managed properties. Develop means for evaluating tenant satisfaction.
4. Personnel Management: Identify opportunities for staff training and development. Complete annual reviews in a timely manner and stay on top of staff concerns and issues through regular individual and team communication. Develop measures for evaluating staff performance and staff morale.

Measurable Goals for First Year:

1. The file changes between two departments will be complete by Feb 28, 2018
 2. Performance measures for 16 staff positions will be finalized by Feb 28, 2018. Staff will be informed of that these will be the measures that they are accountable for meeting. These measures will form the basis for supervision meetings and performance evaluation.
 3. BY Feb 28, 2018, The Housing Authority staff will be in at least 90% compliance with the requirement to maintain the HAB Housing Software daily.
5. Ann Whalen Renovation Project: provide the Board with regular updates through project completion.
 6. Visibility: continue to represent the AHA with the Town, region and state. Expand ED's professional network, and public presence.
 7. New Initiatives: Continue to pursue: appropriate new housing development; new programs and services for tenants and program participants; and other initiatives aligned with the AHA mission.