

Millbury Housing Authority

Minutes

September 14, 2023

Meeting convened at 1:00pm

All members present

Motion by Veronica Wood, seconded by Sherry Forleo to accept the change order, the Certificate of Substantial Completion, and the Certificate of Final Completion for Project #186117. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to accept the change order in the amount of \$5,075 for project #186105. All in favor. Motion carried unanimously.

Discussion...The three finalists for the position of executive director were discussed.

Alvina Brevard from Chicopee is director of emergency housing for EOHLC. She has a Masters Degree in Public Administration, a Masters Degree in Counseling, and a Bachelors Degree in Psychology. She has worked with EOHLC for 13 years, and is responsible for supervision of 7 staff.

Daniell Johnson from Lunenburg is executive director of the Pepperell Housing Authority. She has three years of college, and has her MPHA. She has worked with the housing authority as executive director for four years, and has prior experience supervising a minimum of ten employees.

Amanda Phillips from Winchendon is Assistant Executive Director. She has a Juris Doctorate, and a Bachelor of Science Degree. She is a Certified Mediator and has her PHM certification. She has worked at the housing authority for five years, three years as Tenant Coordinator, one year as Housing Administrator, and one year as Assistant Executive Director. She manages housing and maintenance staff.

Motion by Veronica Wood, seconded by Virginia Yasko to accept the finalists and to schedule interviews on Tuesday, September 19, 2023 from 1pm to 4pm. All in favor. Motion carried unanimously.

Meeting adjourned at 2:18pm

Respectfully submitted,




Frances Gauthier



Veronica Wood



Carol A. Smith



Sherry Forleo



Virginia Yasko

# Millbury Housing Authority

## Minutes

August 16, 2023

Meeting Convened at 1:10pm

All Present...Sherry Forleo attended remotely

- Motion by Virginia Yasko, seconded by Veronica Wood to accept the minutes of the July 26<sup>th</sup> minutes as read. All in favor. Motion carried unanimously
- Motion by Virginia Yasko, seconded by Veronica Wood to accept the July Consolidated Voucher Report in the amount of \$109,265.49. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to accept the July MRVP Report in the amount of \$\$2,745. All in favor. Motion carried unanimously.
- Motion by Veronica Wood, seconded by Virginia Yasko to accept the Automatic Laundry contract as amended. All in favor. Motion carried unanimously.

### Discussion: Parking Policy

The Parking Policy, as written by Karen Ahlers and edited by Carol Smith. Karen stated that we need as many handicapped parking spots in the developments, as we have tenants who own vehicles and have handicapped placards. It was brought up that we wouldn't be to code, and Carol explained that Karen stated that anything we could presently offer for handicapped tenant parking is better than not offering any at all. When we are able to resurface the parking area and sidewalks in the developments, we will bring the handicapped parking to code.

- Motion by Veronica Wood, seconded by Sherry Forleo, to approve the Parking Policy. All in favor. Motion carried unanimously.

#### Discussion: Maternity Leave

Carol made the Board aware that while accommodations for women returning to work after giving birth were included in the Personnel Policy, there was nothing regarding maternity leave. It was determined that 8 weeks was the industry standard, but when the 8 weeks should start was discussed. It was decided that the 8 weeks would start when the baby was born. Sick time, vacation time and/or personal time would be used if time out was necessary prior to the birth.

- Motion by Frances Gauthier, seconded by Veronica Wood to approve eight (8) weeks paid maternity leave to start on the birth date of the baby. All in favor. Motion carried unanimously.

#### Discussion: Screening Committee

Frances Gauthier presented the four names she selected for the screening committee responsible for determining what applicants forwarded by Mass NAHRO, will be interviewed by the committee. The names are Frances Gauthier, Sherry Forleo, Juliette-Marie Somerset, and Carolyn Dik. After the interviews are completed, it will be the committee's responsibility to rate the applicants that they are going to refer to the entire Board. The Board of Commissioners will conduct a final interview to decide who will fill the position of the Executive Director. Hopefully this process will start next week.

Questions were asked by Virginia Yasko; could people apply without going through Mass NAHRO, would the Board have access to all of the submitted applications, who determined the committee members, why was the Chair allowed to be on the committee. All questions were answered by the Chair.

- Motion by Veronica Wood, seconded by Sherry Forleo to accept the committee members as presented. All in favor. Motion carried unanimously.

Carol reminded Virginia Yasko that she has not submitted her completion certificate for the state Ethics test. She said that she took the test, but she has a new computer and will have to take it again. She also stated that she does not receive emails from this office. Carol told her that she needs to check her computer to figure out why. The email address on file is correct.

The next meeting will be determined by the interview schedule and the hiring of the new director.

Respectfully submitted,

Frances M. Gauthier

Frances Gauthier

Veronica A. Wood

Veronica Wood

Carol A. Smith

Carol A. Smith

Sherry Forleo

Sherry Forleo

Virginia Yasko

Virginia Yasko

# Millbury Housing Authority

## Minutes

September 19, 2023

Meeting convened at 1:00pm

All Present

Also present...Danielle Johnson, Alvina Brevard

Danielle Johnson was first to be interviewed for the position of the Executive Director for the Millbury Housing Authority. She has experience in all aspects of the position, and relates well to questions and the Board. She is from a small authority, and might find it difficult working with the challenges of a larger authority.

Alvina Brevard called to say that she would be late because of the traffic standstill on the Mass Pike. She stated that she left her home at 12:05pm to make sure that she would be on time for her 2:00 appointment. She arrived at 2:20. She apologized for arriving late. She is presently working with providing emergency housing. In the past she has worked with private companies providing housing, but doesn't have housing authority, as the Board knows it, experience. She was very professional, and the general consensus was that she was over qualified for the position.


Virginia Yasko stated to Ms. Brevard that the morale among the tenants was very low. One of the main reasons is that they have no idea what is going on, and what to expect for major repairs and projects. Carol Smith explained to Ms. Brevard that this information is contained in the monthly newsletter, although there wasn't a newsletter that went out this month. Virginia Yasko also stated that most of the tenants did not like the robocalls, preferring paper notices, and when a robocall is made, and the tenants see the name Carol Smith, they just don't answer it. Carol Smith found out after the meeting that her name does not appear during the call; the name of the housing authority appears, and many tenants will call the office because they missed part of the call and are concerned. They are told what to do to hear the call again. Virginia Yasko also stated to Ms. Bevard that maintenance shouldn't be spending their time passing out notices, or slipping them under the door. Again, Carol Smith explained that's why we use robocalls, and maintenance hasn't delivered notices since that began. Virginia Yasko did agree with that statement.

The two applicants were discussed after the interviews concluded, and each applicant left the meeting.

Motion by Veronica Wood, seconded by Sherry Forleo to adjourn. All in favor.  
Motion carried unanimously.

Meeting adjourned at 3:30pm

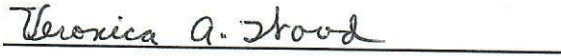
Respectfully submitted,



Frances Gauthier



Carol A. Smith



Veronica Wood



Sherry Forleo



Virginia Yasko

# Millbury Housing Authority

## Minutes

September 21, 2023

Meeting convened at 5:10pm

All Present

Also present: Amanda Phillips

Amanda Phillips was interviewed for the position of Executive Director. She is very interested in the position, and would bring a diversified skill set having worked on all areas of housing in an authority a little larger than Millbury. The interview went very well.

Discussion: After Amanda Phillips left the meeting, all three candidates were discussed, and placed in an unofficial order of experience and preference depending on the interview, along with the skill set they would bring to the position.

It was determined that Amanda Phillips would offer more, in all areas, of what the Board was looking for. Virginia Yasko argued the point, and thought that Alvina Brevard would have more to offer. The other Board members voiced concern that Alvina Brevard was seriously over qualified, and would have been bored with the position in a very short period of time. They also voiced that she appeared to be too professional, and would have a difficult time relating to the staff and tenants. Danielle Johnson came from a small housing authority, and though she would have been successful with staff and tenants, and she has experience in all the duties involved with the operation of a housing authority, there was a concern that she didn't have the experience to operate an authority the size of Millbury.

Motion by Veronica Wood, seconded by Sherry Forleo to offer the position of Executive Director to Amanda Phillips for a salary of \$90,000 and three weeks vacation.

Veronica Wood... Yea

Sherry Forleo... Yea

Frances Gauthier... Yea

Virginia Yasko... Nay

Motion carried with majority.



Virginia Yasko stated that she never got her way, No one every voted with her and it wasn't worth it. She also stated she "was outta here" and left the meeting in a huff.

Motion by Veronica Wood, seconded by Sherry Forleo to offer Danielle Johnson the position of executive director at the same salary and vacation time if Amanda Phillips refused the position. All in favor. Motion carried unanimously.

Motion by Veronica Wood, seconded by Sherry Forleo to adjourn. All in favor. Motion carried unanimously.

Meeting Adjourned at 6:00pm

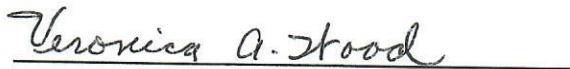
Respectfully submitted,



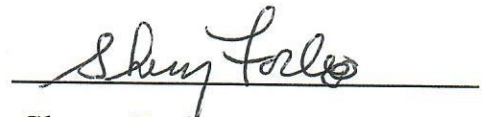
Frances Gauthier



Carol A. Smith



Veronica Wood



Sherry Forleo



Virginia Yasko

Millbury Housing Authority

Minutes

July 26, 2023

Meeting convened at 1:10pm

Members Present: Frances Gauthier, Sherry Forleo, Virginia Yasko

Members Absent: Veronica Wood

Motion by Sherry Forleo, seconded by Virginia Yasko to accept the minutes of the June 21<sup>st</sup> meeting. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Virginia Yasko to accept the June Consolidated Voucher Report in the amount of \$158,300.15. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Virginia Yasko to accept the June MRVP Report in the amount of \$2,745.00. All in favor. Motion carried unanimously.

Discussion was held regarding the Smart Plan account. Virginia Yasko had information that was not discussed at the last meeting. Carol will check with the

accountant to determine if money lost, if any, can be paid from the housing budget. Further discussion and vote was tabled until the next meeting, or until we have additional information.

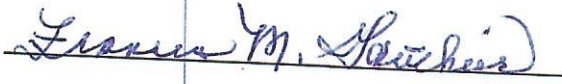
Motion by Sherry Forleo, seconded by Virginia Yasko, to accept the budget revision in the amount of \$388,976. All in favor. Motion carried unanimously.

Motion by Sherry Forleo, seconded by Virginia Yasko to adjourn. All in favor. Motion carried unanimously.

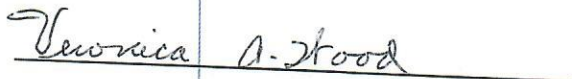
Meeting adjourned at 1:40

Next meeting on 8/16, 2023

Respectfully submitted,



Frances Gauthier



Veronica Wood

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Carol A. Smith

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Sherry Forleo



Virginia Yasko