The **Regular** meeting of the Lenox Housing Authority was held on Tuesday July 9, 2024, at 4:45 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by chairman Carol Ramsey at 4:45 p.m.
2. Roll Call: **Present** – Carol Ramsey, Chairman

Deb Prew, Vice Chairman

Kim Graham, Treasurer

Shannon Cella, Executive Director

Jim Mercer, Commercial Property Manager

**Absent** – Linda Carroll, Member

1. **Tenant Forum:** There were no requests.
2. **Minutes:**  Motion was made by Kim Graham to accept the regular June 11, 2024 board minutes as presented. Motion was seconded by Deb Prew. Vote 3-0.

Kim Graham made a motion to accept the board minutes for the Proposed FY 2025 Annul Plan meeting held on June 11, 2024. Deb Prew seconded the motion. Vote 3-0.

1. **Commercial Space:** Jim Mercer reported to the board that Salco has been working at Apella patching a crack in the wall. He also reported that the porch has been repainted and it looks great. There has been a sporadic leak in the pharmacy and Salco has been working on it. As of now, it appears to be coming from the apartment above. The LHA will be working on repairing the bathroom as soon as possible, however it may be a large project. Jim is also still waiting on the contractor for the brick repointing and marble repairs.
2. **Accounts Payable:**
   1. Accounts payable as of May 31, 2024

689 balance is $94,961.15. 400-1 balance which includes the commercial financial report is $137,891.54.

* 1. Quarterly Operating Statements and Modernization Cost Reports for March 31, 2024, were presented to the board.

Deb Prew made a motion to approve the Quarterly Operating Statements and Modernization Cost Reports for March 31, 2024 as presented. Kim Graham seconded the motion. Vote 3-0.

1. **Programs:**
2. Rent Collection – There are 3 tenants on repayment agreements. All other rents are paid.
3. Vacancies: There is 1 vacancy at Turnure Terrace - 40-5D. There are 0 vacancies at the Curtis. 13 Church Street still has a vacant 2-bedroom, wheelchair accessible family unit which is waiting on the bathroom rehab.
4. Waitlist: 2479 Total Elderly/Handicapped, 7498 total Family

Elderly list – 1111 Elderly, 782 Handicapped

19 Local, 10 Veteran

Family list – 41 Local, 7 Veterans

4341 2-bedroom, 2499 3-bedroom

1. **Old Business:** Deb Prew let us know that her paperwork to become the state

appointee has been submitted to the state and she is just waiting to

hear back. Deb also said that Barb Keenan’s paperwork to become a

board member has been submitted as well.

1. **New Business:** 
   1. Resident Services Coordinator Update

Karen Lewis, the LHA’s RSC continues to work with the tenants on Thursdays. She is going to continue with the schedule of 3 ½ - 4 hours per week. Last month she worked with 6 different tenants and had a pizza party on the Curtis porch with a local band.

* 1. PHA Software conversion

The director has decided to discontinue using Quickbooks and to do all rent collection and bill paying through the PHA net program. Since PHA net is already being utilized for multiple other things, it makes sense to put everything into the one program and cancel our subscription to Quickbooks next February. This is also the preferred program of our fee accountants.

c. Garbage Situation at the Curtis

Director Cella informed the board that on Monday July 8, 2024, the garbage

chutes at the Curtis were shut down. There were garbage totes put out side of

the back door for tenants to put their garbage in. The reason for this is due to

tenants not putting their garbage into bags and tying them shut. When the

tenants throw their garbage down the trash chutes without a bag, it ends up in

the basement and the food/liquid splashes all over the garbage room. On

Monday morning, Mike came in to food and garbage all over the trash room

and hundreds of flies and maggots in the basement.

This is the second time that we have had to shut down the chute for this

reason. After it gets reopened, if we encounter the problem again, we will be

reaching out to the Board of Health for guidance as it is an unhealthy/unsafe

environment for the maintenance staff to be working in.

8. **Executive Director’s Report**

a. Town of Lenox – None

b. Personnel – None

c. Public Hearing Notices

PHN 2024-09 – Notice of Funding Availability (NOFA) for Local Housing

Authority Housing Now Program

This PHN does not apply to the LHA as we do not have transitional housing or

the Housing Now program.

PHN 2024-10 – Changes to Chief Administrative and Financial Officer

(CAFO) Program for AUP starting with FYE 2024 and Updates to

Performance Management Review (PMR) for 2024 Cycle

This PHN explains that chronically poor performing LHA’s will be appointed a

CAFO. Poor performing LHA’s are based on the public findings in the LHA’s

AUP and PMR’s “3 strike” process resulting from poor performance on AUP

and/or PMR over 3 successive years. Section 2 of this PHN, CFA Submission

criteria explains that starting with the 06/30/2024 PMR, CFA Submissions will

be a scored criterion based on your LHA’s past year’s performance. Section 3

is CHAMP PMR Criteria 3- Updates and start of Publishing Year. Starting with

FYE 06/30/2024, Criteria 3b & 3c: Affirmative Action Goal and Placement

Rate Implementation will be included as scored criteria for the PMR. The final

section, Updated PMR Scoring explains that EOHLC is adjusting its scoring

model to a proportional weighting model beginning with PMRs starting

06/30/2024.

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**9. Adjournment:**  Motion was made by Kim Graham to adjourn, seconded by Deb Prew. Vote 3-0.

Meeting adjourned at 5:22 p.m.

Next Meeting – August 13, 2024 at 4:45 p.m. at The Curtis, 6 Main Street

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director