

**Dighton Housing Authority (DHA)  
Board of Commissioners Meeting  
August 14, 2019  
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000640

**Called to Order:** Chairman Edward J. Olney called the Board of Commissioners (BOC) Meeting of the Dighton Housing Authority (DHA) to order at 9:30 a.m. on August 14, 2019.

**Attendance:** Adele L. Collard, Alan B. Medeiros, Edward J. Olney, Anabela Powell, Alice E. Souza, and Executive Director Robbie A. DeSouza were present. No one was absent.

**Minutes of Previous Meetings:** The Board reviewed and discussed the July 10, 2019 minutes. Motion to accept the minutes of the July 10, 2019 meeting was made by Alice E. Souza, seconded by Adelle L. Collard, passed unanimously.

**Wage Match for State Housing Program Tenants – Public Housing Notice: 2019-16:** The Board reviewed and discussed DHAs Wage Match Policy and Public Housing Notice 2019-16 regarding the Wage Match Program. The Board also discussed the fact that the DHA has current residents sign a new Wage Match Release form during their Annual Rent Re-Certification and new tenants sign a Wage Match Release the day they sign their lease. The signed form is placed in each residents' folder and the only staff member allowed to view any information obtained from the Wage Match Program is the Executive Director. Motion to approve and have Chairman Edward J. Olney and Robbie A. DeSouza sign Public Housing Notice 2019-16 was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

**Regional Capital Assistance Team Program Terms of Services:** The Board reviewed and discussed the Regional Capital Assistance Team Program Terms of Services dated July 1, 2019 through June 30, 2022. Motion to approve and have Executive Director Robbie A. DeSouza sign the Regional Capital Assistance Team Program Terms of Services was made by Anabela Powell, seconded by Alan B. Medeiros, passed unanimously.

**FY19 Fiscal Year-End Forms and Certifications:** The Board reviewed and discussed the FY19 Fiscal Year-End Quarterly Operating Statement for the 667 and 689, Top 5 Compensation Form, Certification of Year End Financial Statements, Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, and Fiscal Year End Certification of Preparer and Executive Director. Motion to approve all the FY19 Fiscal Year-End Forms and Certifications as submitted to the Board and to have each Board Member sign the Certification of Top 5 Compensation Form, Certification of Year End Financial Statements, and Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws was made by Adelle L. Collard, seconded by Anabela Powell, passed unanimously.

**COA Agreement:** DHA has not received an amended agreement to review from the Town of Dighton. No motion was made.

**Treasurer's Report(s):**

*June 2019:* The Treasurer's Report for the month of June 2019 was reviewed and discussed. Motion to approve and have each present Board Member initial the June 2019 Treasure's Report was made by Anabela Powell, seconded by Adele L. Collard, passed unanimously.

**Executive Director's Time Sheet – June 2019:** The Board reviewed and discussed Robbie A. DeSouza's time sheet for the month of June 2019. Motion to approve Robbie A. DeSouza's June 2019 Time Sheet and have each present Board Member initial it was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.


**Executive Director's Report:** The Executive Director's Report was reviewed and discussed by the Board. Motion to accept the Executive Director's Report as given was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously. 000644

**A Building Air Conditioner Exchange Program:** The Board reviewed and discussed the fact the new windows being installed in A Building are double hung and the old windows were casement windows and the residents' current air conditioner will not fit in the new windows without breaking the warranty. Motion if the Department of Housing and Community Development approves the DHA will purchase 8 air conditioners, at approximately \$250 each, that fit the new style windows to exchange for the old vertical air conditioners was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

**Next Meeting: September 11, 2019**

**Adjournment:** Motion to adjourn the August 14, 2019 Board of Commissioners Meeting was made by Alan B. Medeiros, seconded by Adelle L. Collard, passed unanimously.

**Materials:** Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / Treasures Report / ED Robbie A. DeSouza Monthly Time Sheet / Executive Director's Report / FY19 Fiscal Year-End Forms and Certifications

  
Robbie A. DeSouza  
Executive Director  
FOR THE AUTHORITY

