

Dighton Housing Authority (DHA)
Board of Commissioners Meeting
July 14, 2020
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Called to Order: Chairman Edward J. Olney called the Board of Commissioners (BOC) Virtual Meeting of the Dighton Housing Authority (DHA) to order at 9:30 a.m. on July 14, 2020. Due to social distancing guidelines related to the COVID-19 state of emergency, this meeting was held by teleconference.

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 May 26, 2020 minutes. Motion to accept the minutes of the May 26, 2020 meeting was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

COVID-19 Control Plan: The Board reviewed and discussed the COVID-19 Control Plan. Motion to adopt the COVID-19 Control Plan was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

COVID-19 Standard Operating Procedures: The Board reviewed and discussed the COVID-19 Standard Operating Procedures. Motion to approve and adopt the COVID-19 Standard Operating Procedures was made by Anabela Powell, seconded by Adele L. Collard, passed unanimously.

PHN 2020-23 Reopening Guidance for Local Housing Authorities: The Board reviewed and discussed PHN 2020-23. Motion to have the DHA keep the current adjustments made and discuss further after we enter into Phase 4 was made by Alice E. Souza, seconded by Alan B. Medeiros, passed unanimously.

PHN 2020-24 Distancing and Indoor Air Quality: The Board reviewed and discussed PHN 2020-24. They also discussed the fact that when the DHA Office does re-open to the public in Phase 4 the Office door should remain shut the majority of time and DHA will use the window (adjacent to the door) to assist residents, applicants, etc. When the door is closed the Office is very warm and does not have a lot of air flow. Motion to have the Executive Director request from DHCD Compliance Reserve Funds to install a Duckless Mini Split Air Conditioner system in the DHA Office was made by Alice E. Souza, seconded by Anabela Powell, passed unanimously.

Resident Services Coordinator (RSC): The Board reviewed and discussed the fact that the RSC will be starting on August 1, 2020. No motion was made.

689 Lease and Management Contract: The Board reviewed and discussed Cooperative Production FY20 rent and the Lease and Management Contract between the DHA and Cooperative Production, Inc. dated 7/1/2020. Motion to keep the rent at \$3500 for FY21 and approve and have the Executive Director sign the Lease and Management Contract between DHA and Cooperative Production, Inc. dated 7/1/2020 was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

Healthy Eating Opportunity: The Board reviewed and discussed the email in regards to the Healthy Eating Opportunity. No motion was made.

Treasurer's Report(s):

May 2020: The Treasurer's Report for the month of May 2020 was reviewed and discussed. Motion to approve the May 2020 Treasurer's Report was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.



June 2020: The Treasurer's Report for the month of June 2020 was reviewed and discussed. Motion to approve the June 2020 Treasure's Report was made by Anabela Powell, seconded by Adele L. Collard, passed unanimously.

Executive Director's Report: The Board reviewed and discussed the Executive Director's Report. Motion to approve the Executive Director's Report was made by Anabela Powell, seconded by Alan B. Medeiros, passed unanimously.

Executive Director's Time Sheet

May 2020: The Board reviewed and discussed Robbie A. DeSouza's time sheet for the month of May 2020. Motion to approve Robbie A. DeSouza's May 2020 Time Sheet was made by Anabela Powell, seconded by Alan B. Medeiros, passed unanimously.

June 2020: The Board reviewed and discussed Robbie A. DeSouza's time sheet for the month of June 2020. Motion to approve Robbie A. DeSouza's June 2020 Time Sheet was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

Next Meeting: August 11, 2020 at 9:30 a.m. This meeting will be held by teleconference due to social distancing guidelines related to the COVID-19 state of emergency.

Adjournment: Motion to adjourn the July 14, 2020 Board of Commissioners Phone Meeting was made by Alice E. Souza, seconded by Alan B. Medeiros, passed unanimously.

Materials: Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / COVID-19 Control Plan / COVID-19 Standard Operating Procedures / PHN 2020-23 / PHN 2020-24 / RSC letter to tenant and info / 689 Lease / Health Eating Opportunity email / Treasures Report(s) / ED Robbie A. DeSouza Monthly Time Sheet(s) / Memo to T. Lynch dated 6-8-2020 / 6-23-2020, 6-9-2020, and 6-9-2020 COVID-19 Resident Updates


Robbie A. DeSouza
Executive Director
FOR THE AUTHORITY