

Dighton Housing Authority (DHA)
Board of Commissioners Meeting
August 11, 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 August 11, 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 July 14, 2020 minutes. Motion to accept the minutes of the July 14, 2020 meeting was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

DHA COVID-19 Plan – Phase 3 & 4: The Board reviewed and discussed the DHA COVID-19 Plan for Phase 3 and 4. Motion to approve and adopt the DHA COVID-19 Plan – Phase 3 & 4 as submitted was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

06/30/2020 Quarterly Operating Statements 667 & 689 & Year End Documents: The Board reviewed and discussed the fact that the Fee Accountant is still working on completing FY20 Year End Documents. Motion to put on September 15, 2020 agenda was made by Alice E. Souza, seconded by Alan B. Medeiros, passed unanimously.

Board Officers: The Board reviewed and discussed the current Board Officers. Motion to keep them the same (Edward J. Olney/Chairman, Alan B. Medeiros/Vice-Chairman, Alice E. Souza/Treasurer, Adele L. Collard/Commissioner, and Anabela Powell/Commissioner) was made by Alan B. Medeiros, seconded by Alice E. Souza, passed unanimously.

DHA Board Member & Director Contact Information (with and without numbers): The Board reviewed and discussed the DHA Board Member & Director Contact Information both with and without numbers. Motion to approve as submitted was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

CPC Board Appointment: The Board reviewed and discussed who should be the CPC Board Appointment. Motion to make Adele L. Collard the DHA CPC Board Appointment was made by Alan B. Medeiros, seconded by Anabela Powell, passed unanimously.

Limited English Proficiency Policy: The Board reviewed and discussed the Limited English Proficiency Policy presented to the Board. Motion to approve and adopt the Limited English Proficiency Policy as submitted was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

Treasurer's Report(s):

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

Executive Director's Time Sheet

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

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Executive Director's Report: The Board reviewed and discussed the August 2020 Executive Director's Report submitted by Robbie A. DeSouza. Motion to approve the August 2020 Executive Director's Report was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously. 000664

Next Meeting: September 15, 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. Motion to move the Board meeting to the 3rd Tuesday of the month, September 15, 2020, to give the Fee Accountant additional time to do the Year End Documents was made by Anabela Powell, seconded by Adele L. Collard, passed unanimously.

Adjournment: Motion to adjourn the August 11, 2020 Board of Commissioners Phone Meeting was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

Materials: Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / DHA Covid-19 Plan – Phase 3 & 4 / PHN 2020-27 / DHA Board Officers / DHA Board Member (with and without numbers) / CPC Board Appointee draft letter / Limited English Proficiency Policy / Treasures Report(s) / ED Report / ED Robbie A. DeSouza Monthly Time Sheet(s) / Email from Attorney Grace regarding evictions / 7-21-2020, and 7-7-2020 COVID-19 Resident Updates



Robbie A. DeSouza
Executive Director
FOR THE AUTHORITY