

Dighton Housing Authority (DHA)  
Board of Commissioners Meeting  
September 15, 2020  
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000667

— **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 September 15, 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 August 11, 2020 minutes. Motion to accept the minutes of the August 11, 2020 meeting was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

**FY20 Fiscal Year-End Forms and Certifications:** The Board reviewed and discussed the FY20 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 and have Executive Director Robbie A. DeSouza sign (COVID-19 / PHN 2020-16) all the FY20 Fiscal Year-End Forms and Certifications as submitted to the Board was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

**PHN 2020-28 Mandatory Data Reporting:** The Board reviewed and discussed PHN 2020-28 regarding the Mandatory Data Reporting. The Board also discussed the fact that Executive Director DeSouza already submitted the Mandatory Data Report. No motion was made.

**PHN 2020-29 Allocation of Supplemental Funding for Coronavirus Response:** The Board reviewed and discussed PHN 2020-29 regarding the Allocation of Supplemental Funding for Coronavirus Response. Motion that DHA will spend the Supplemental Funding for Coronavirus on Personal Protective Equipment for the staff hand sanitizing stations for building entrances with sanitizer, machines for maintenance to help with sanitation chemicals, sneeze guards, laptop for the Executive Director, 25% of expenses not covered by FEMA and cost of cleaning common areas when maintenance staff is off was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

**Resident Services Report:** The Board reviewed and discussed the Resident Services Report. Motion to accept the Resident Services Report was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

**Executive Director's Report:** The Board reviewed and discussed the Executive Director's Report. Motion to accept the Executive Director's Report was made by Alice E. Souza, seconded by Alan B. Medeiros, passed unanimously.

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

*August 2020:* The Treasurer's Report for the month of August 2020 was reviewed and discussed. Motion to approve the August 2020 Treasurer's Report was made by Anabela Powell, seconded by Alan B. Medeiros, passed unanimously.

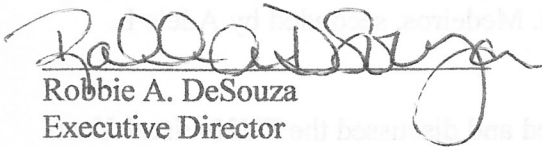
— **Executive Director's Time Sheet**

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

**Next Meeting: October 13, 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 September 15, 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 / 667 & 689 6-30-2020 Year End Reports and Quarterly Operating Statement / FY20 Top 5 Compensation Form / PHN 2020-28 / PHN 2020-29 / Resident Services Report / Executive Director's Report Treasures Report(s) / ED Robbie A. DeSouza Monthly Time Sheet(s) / September 2020 Resident News / 08-04-2020 and 09-16-2020 COVID-19 Resident Updates



Robbie A. DeSouza  
Executive Director  
FOR THE AUTHORITY