

**Dighton Housing Authority (DHA)**  
**Board of Commissioners Meeting**  
**June 8, 2021**  
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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 June 8, 2021. 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 11, 2021 minutes. Motion to accept the minutes of the May 11, 2021 meeting was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

**Low Income Limits – HUD:** The Board reviewed and discussed PHN 2021-06. Motion to adopt the FY 2021 Income Limits of 1 person \$55,950 and 2 persons 63,950 was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

**March 31, 2021 - 667 & 689 Quarterly Operating Statements:** The Board reviewed and discussed both the 667 and 689 March 31, 2021 Quarterly Operating Statement. Motion to approve the March 31, 2021 Quarterly Operating Statement for the 667 and 689 was made by Adele L. Collard, seconded by Anabela Powell, passed unanimously.

**Certificate of Substantial Completion – 076038 – Exterior Door Project:** The Board reviewed and discussed the Certificate of Substantial Completion for project #076038 the Exterior Door Project. Motion to approve the Certificate of Substantial Completion for project #076038 the Exterior Door Project was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

**Certificate of Completion – 076038 – Exterior Door Project:** The Board reviewed and discussed the Certificate of Completion for project #076038 the Exterior Door Project. Motion to approve the Certificate of Completion for project #076038 the Exterior Door Project was made by Anabela Powell, seconded by Alice E. Souza, passed unanimously.

**PHN 2021-09 – Juneteenth Independence Day Guidance:** The Board reviewed and discussed PHN 2021-09, Juneteenth Independence Day Guidance and made the following motions:

**Personnel Policy Update – Holiday Leave-Page 4:** The Board reviewed page 4, Holiday Leave, of the Personnel Policy. Motion to update Personnel Policy – Page 4 – Holiday Leave to twelve holidays by adding Juneteenth Independence Day was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

**After Hours Lock-Out Policy:** The Board reviewed the After Hours Lock-Out Policy: Motion to add Juneteenth Independence Day to the list of Holidays was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

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

**Treasurer’s Report(s):**

*May 2021:* The Treasurer’s Report for the month of May 2021 was reviewed and discussed. Motion to approve the May 2021 Treasure’s Report was made by Anabela Powell, seconded by Alan B. Medeiros, passed unanimously.

**Executive Director’s Time Sheet**

*May 2021:* The Board reviewed and discussed Robbie A. DeSouza’s time sheet for the month of May 2021. Motion to approve Robbie A. DeSouza’s May 2021 Time Sheet was made by Alice E. Souza, seconded by Anabela Powell, passed unanimously.

**Next Meeting: July 13, 2021 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 June 8, 2021 Board of Commissioners Phone Meeting was made by Adele L. Collard, seconded by Alice E. Souza, passed unanimously.

**Materials:** Cover Letter / Clerk's Certificate / Agenda / Minutes From Previous Meeting and/or Extract from Minutes / FY 2021 Income Limits / March 31, 2021 Quarterly Operating Statements 667 & 689 / 076038 Substantial & Final Completion / PHN 2021-09 / Personnel Policy / After Hours Lock-Out Policy / Treasures Report(s) / ED Robbie A. DeSouza Monthly Time Sheet(s) / RSC Report / ED Report / PHN 2021-07 / CPC Appointment Letter / Fire-Police Letter dated 5/4/21 / 5/5/2021 Resident Memo/ May 2021 Resident Services Infogram

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Robbie A. DeSouza  
Executive Director  
FOR THE AUTHORITY