

Dighton Housing Authority (DHA)
Board of Commissioners Meeting
June 14, 2022
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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 June 14, 2022.

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

Minutes of Previous Meetings: The Board reviewed and discussed May 10, 2022, minutes. Motion to accept the minutes of the May 10, 2022, meeting was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

Fair Housing Marketing Plan: The Board reviewed and discussed the DHA Fair Housing Marketing Plan. Motion to adopt the Fair Housing Marketing Plan was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

Formula Funding – American Rescue Plan Act (ARPA): The Board reviewed and discussed the letter dated May 9, 2022, from the Department of Housing and Community Development (DHCD). Motion to spend ARPA funding in the amount of \$94,483 towards replacing our Fire Alarm System was made by William G. Fontaine, seconded by Alice E. Souza, passed unanimously.

Credit Card and Debit Card Policy: The Board reviewed and discussed the Credit Card and Debit Card Policy and the fact we do not have a Debit Card. Motion to adopt the Credit Card and Debit Card Policy and have the Authority get a Debit Card for the DHA from Bay Coast Bank for Account 211372239 was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

PHN 2022-08 – Clarification on Transfers as a Part of a Request for Reasonable Accommodation/Modification: The Board reviewed and discussed PHN 2022-08. No motion was made.

689 Rent – July 1, 2022 – Cooperative Productions: The Board reviewed and discussed the 689 Rent. Motion to increase the rent at 1295 Somerset Avenue (689) effective July 1, 2022, to \$3,760 per month was made by Alice E. Souza, seconded by Alan B. Medeiros, passed unanimously.

667/689 Quarterly Operating Statement - March 31, 2022: The Board reviewed and discussed the 667 and 689 Quarterly Operating Statement for March 31, 2022. Motion to approve the March 31, 2022, Quarterly Operating statement for the 667 and 689 was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

Robbie A. DeSouza's Sick Leave: The Board reviewed and discussed the fact that Robbie A. DeSouza could not carry any of her sick leave balance over to Dartmouth Housing Authority. Motion to return Robbie A. DeSouza's balance of unused sick leave as of June 30, 2022, to her if she ever comes back as an employee of DHA was made by Adele L. Collard, seconded by William G. Fontaine, passed unanimously.

Limited English Proficiency Policy: The Board reviewed and discussed the changed to the Limited English Proficiency Policy. Motion to adopt with changes was made by William G. Fontaine, seconded by Alice E. Souza, passed unanimously.

Management Plan Dartmouth Housing Authority and Dighton Housing Authority: The Board reviewed and discussed the Management Plan between the Dartmouth Housing Authority and the Dighton Housing Authority. Motion to accept the Management Plan between the Dartmouth Housing Authority and the Dighton Housing Authority was made by Alan B. Medeiros, 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 Alan B. Medeiros, 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 Alan B. Medeiros, seconded Adele L. Collard, passed unanimously.

Cell Phone 508-562-0555: The Board reviewed and discussed the fact that Frank DeSouza gave the DHA his number 508-562-0555 because all the tenants were already using this number to speak to Executive Director Robbie A. DeSouza (Frank DeSouza's Wife) prior to the DHA Executive Director having a cell phone. Motion to have DHA only have one (1) cell phone number (508-958-1468-Maintenance Department), and return the phone number 508-562-0555 to Frank DeSouza personal use (to replace his number 401-525-0416) was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously. Please note Executive Director Robbie A. DeSouza will not use DHAs cell phone and will leave it at DHA.

Treasurer's Report(s):

April/May 2022: The Treasurer's Report for the months of April and May 2022 was reviewed and discussed. Motion to approve the April 2022 and May 2022 Treasure's Reports was made by William G. Fontaine, seconded by Alan B. Medeiros, passed unanimously.

Executive Director's Timesheet

April/May 2022: The Board reviewed and discussed Robbie A. DeSouza's timesheet for the months of April 2022 and May 2022. Motion to approve Robbie A. DeSouza's April 2022 and May 2022 timesheets was made by Alice E. Souza, seconded by Adele L. Collard, passed unanimously.

Next Meeting: The Board reviewed and discussed when to have the next Meeting. Motion to not have a meeting in July 2022 and have our next meeting on August 23, 2022 was made by Alan B. Medeiros, seconded by Adele L. Collard, passed unanimously.

Adjournment: Motion to adjourn the June 14, 2022, Board of Commissioners Meeting was made by Adele L. Collard, seconded by Alan B. Medeiros, passed unanimously.

Materials: Cover Letter / Clerk's Certificate / Agenda / Minutes from Previous Meeting and/or Extract from Minutes / Treasures Report(s) / ED Robbie A. DeSouza Monthly Time Sheet(s) / RSC Report / ED Report / Limited English Proficiency Policy / Fair Housing Marketing Plan / DHCD letter regarding ARPA / Credit Card and Debit Card Policy / PHN 2022-08 / 689 Lease Amendment / 3-31-2022 667-689 Quarterly Operating Statement / Robbie DeSouza's Sick Leave / Tenant Notices dated June 22, 2022 – May 19, 2022 - May 27, 2022

Robbie A. DeSouza

Robbie A. DeSouza
Executive Director
FOR THE AUTHORITY