

AMHERST HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY MARCH 2, 2015 4:30 P.M.
ANN WHALEN BUILDING 5TH FLOOR COMMUNITY ROOM
33 KELLOGG AVE., AMHERST, MA

Members of the Amherst Housing Authority met in regular session on Monday, March 2, 2015 in the fifth floor community room of Ann Whalen Apartments, 33 Kellogg Ave., Amherst, MA. Chair, Paul Bobrowski called the meeting to order at 4:30 p.m.

PRESENT: Commissioners: Paul Bobrowski, Judy Brooks, Constance Kruger & Laura Quinn

ABSENT: Peter Jessop

ALSO PRESENT: Denise LeDuc Executive Director, Debbie Turgeon Director of Housing Programs, Clara Rowan (AHA staff), Alan Root, Paul Vasconcellos, Emilie Hamilton, TracyLee Boutilier, Barbara Steinmetz, Michael Burkhart & Vince O'Connor

AGENDA ADOPTION/CHANGES: Upon motion by C. Kruger by seconded by L. Quinn it was voted to adopt the agenda as amended; moving Schiffer House and Time off policy down the list.

DHCD CERTIFICATE OF FINAL COMPLETION – SUNRISE KITCHEN : Not needed, removed from agenda

CERTIFICATE OF LEAD COMPLIANCE: Upon motion by J. Brooks, seconded by C. Kruger, it was voted to approve certificate of lead compliance.

EXECUTIVE DIRECTOR REVIEW: P. Bobrowski opened the discussion regarding the process for the Executive Director review. Two things were done for this process:

1. Questionnaire was circulated to staff of AHA P. Bobrowski received results with a promise of confidentiality; names were redacted from evaluations.
2. Created evaluation form for board members and asked commissioners to fill out and return. Results will be compiled comments into final draft review for Ms. LeDuc.

P. Bobrowski summarized points of evaluations he from received HA staff, both positive and negative. A discussion followed with possible benchmarks and measures that will occur regarding the evaluation. It was suggested that Ms. LeDuc take leadership/management training as part of the action steps. Ms. LeDuc was praised on her accomplishments and a work plan will be produced along with an action plan for the next year.

Upon motion by C. Kruger, seconded by J. Brooks, it was voted to renew Executive Director's contract for an additional two year period and complete evaluation in a timely manner. Ms. LeDuc accepted the offer to renew contract. In favor: C. Kruger, J. Brooks, P. Bobrowski. Opposed: L. Quinn.

Upon motion by C. Kruger, seconded by J. Brooks, the board members authorized the Chair of the Board to execute a contract and negotiate the salary between 0-3% increase based on discussion of projected amended cost of living. In favor: C. Kruger, J. Brooks & P. Bobrowski. Opposed: L. Quinn

SCHIFFER HOUSE PROCEEDS: Discussion opened with status of funds; there is a net amount remaining of approximately \$212,000. The board will think programmatically about how funds should be utilized. The Board wants the Schiffer house funds to be Board restricted funds and only available to spend by board vote. If not restricted the funds may be viewed as general assets.

Upon motion by L. Quinn, seconded by C. Kruger it was voted to authorize the executive director to move the Schiffer House funds be moved to a restricted account; Ms. LeDuc will bring further information back to the board at the next meeting. Unanimous

TIME-OFF PAY-OUT POLICY: Upon motion by C. Kruger, seconded by J. Brooks, it was voted to approve the time-off policy as written and amended for one year with a sunset on March 1, 2016 unless extended by the Board of Commissioners. Unanimous

DIRECTORS REPORT: The Executive Director provided report in the board packet

CHAIR'S REPORT Summary of evaluation

OTHER BUSINESS- NOT ANTICIPATED WITHIN 48 HOUR NOTICE: None

ADJOURN: Upon motion by J. Brooks, seconded by L. Quinn it was voted to adjourn this meeting until the next regular meeting of the Board on Monday, March 23, 2015 at 4:30 in the community room of Ann Whalen Apts., 33 Kellogg Ave., Amherst, MA. Meeting adjourned at 6:10 p.m.

Materials:

Agenda 3/2/2015

Executive Director Report 2/27/15