

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, December 16, 2003, 4:30 PM at 68 Windsor Avenue, Acton, MA

Attendance: Erin Bettez, Joseph Nagle, Jean Schoch, Dennis Sullivan, Robert Whittlesey, Naomi McManus/Acton Housing Authority

Guest: Howard Gordon, Acton Housing Authority's Fee Accountant

- 1). Joseph Nagle, Vice Chairman, called the Regular Meeting to order at 4:30 PM.
- 2). Howard Gordon reviewed with the Board the proposed Annual Operating Budgets for the Authority's State Aided Housing programs for fiscal year 2004. After a review and discussion the following motions were made and approved.

Motion: Jean Schoch moved that the proposed Operating budget for State-Aided Acton Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 400-1 for Fiscal Year Ending 12/31/2004 showing Total Operating Receipts of \$532,438.00 and the Total Operating Expenditures of \$562,734.00, there by requesting a subsidy of \$30,296.00 be submitted to the Department of Housing and Community Development for its review and approval. Erin Bettez seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Motion: Jean Schoch moved that the proposed Operating budget for State-Aided Acton Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 689-1 for Fiscal Year Ending 12/31/04 showing Total Operating Receipts of \$26,464.00 and Total Operating Expenditures of \$26,464.00, there by requesting a subsidy of 0 be submitted to the Department of Housing and Community Development for its review and approval. Erin Bettez seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Motion: Jean Schoch moved that the proposed Operating budget for State-Aided Acton Housing of the Acton Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number MRVP for Fiscal Year Ending 12/31/2004 showing a Total Operating Receipts of \$1,800.00 and a Total Operating Expenditures of \$1,413.00, there by requesting a subsidy of be submitted to the Department of Housing and Community Development for its review and approval. Erin Bettez seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

- 3). Howard Gordon, the Authority's Fee Accountant and Naomi McManus, the Executive Director discussed with the Board the demands and workload the Section 8 Voucher Program has placed on the Authority's administrative staff during the past twelve months. Ms. McManus cited examples of the increased workload: off sight training of staff

members in preparing to join NAHRO's computerized Centralized Section 8 Waiting List, staff's processing of 750+ Section 8 Applications into NAHRO's centralized computerized system, staff's correspondence with 500+ applicants which were duplicated in the system, the pressure of meeting enter deadlines for the processing of new applications, the increased telephone calls requesting applications or answering questions regarding the centralized waiting list process and staff's written responses to applicants regarding their status on the Waiting List. Ms. McManus stated for the past twelve months the Authority's 155 Section 8 Vouchers were 97% leased up. Mr. Gordon added that local housing authorities usually have one staff person for every 125 subsidized clients. Ms. McManus then recommended that in FY 2004, the Authority hire a part-time, 18-hour assistant to meet the increased demands of the Section 8 Voucher Program. She noted the annual Section 8 administrative fees would allow the part time assistant to be paid \$12.00 an hour without benefits. After review and discussion the Board recommended the administrative staff be financially compensated for their efforts in meeting the challenges of an increased workload of the Section 8 over the past twelve months. Erin Bettez moved that in appreciation of the administrative staff's efforts during the past twelve- (12) months that the Board vote to approve a \$2,500 bonus to each of the administrative staff, the Executive Director, the Assistant Executive Director and the Administrative Assistant. Dennis Sullivan seconded the motion and all Board Members voted in favor.

Respectfully submitted,



Naomi E. McManus
Executive Director