

**Minutes of the  
DUKES COUNTY REGIONAL HOUSING AUTHORITY  
Board Meeting on February 27, 2024**

I certify that to the best of my ability to record and recall, these are the Minutes of the Meeting of the Board of Directors of Dukes County Regional Housing Authority ("DCRHA") held on Tuesday, February 27, 2024.

**Meeting called to order at 4:05 PM with a quorum of the board of directors, via roll call:**

Board present on Zoom: Dan Seidman, Treasurer, Lucy Morrison, Director at Large; Rudy Sanfilippo, Director

Board present in person at the Vineyard Housing Office: Ann Wallace, Chair; Mark Leonard, Director; Rise Terney, Director

Absent: Jason Mazar-Kelly, Director

Staff present in person at the Vineyard Housing Office: David Vigneault, Executive Director; Karin Kugel, Administrative Assistant

**Documents used during the meeting:**

January 23, 2024 Draft Minutes; Executive Director's Report; Financial Manager's Report; Rental Assistance Snapshot; Draft FY23 End Year Financials; Notice of Expanded & Open Rental Waitlist; Revised Homebuyer Clearinghouse Form; Draft Annual Tenant Recertification Policy

**Consent Agenda:**

January 23, 2024 Draft Minutes  
Executive Director's Report  
Finance Manager's Report  
Rental Assistance Snapshot

The minutes were pulled for discussion and corrections noted.

**Motion:** Mark Leonard moved to accept the consent agenda with corrections to the minutes. Seconded by Rise Terney.

**Roll call vote:** Dan Seidman: yes; Lucy Morrison: yes; Rise Terney: yes; Rudy Sanfilippo: yes; Ann Wallace: yes; Mark Leonard: yes. Motion carried without dissent.

**Accounts Receivable / Tenant Rent Payments**

David Vigneault explained that Accounts Receivable were high due to a large number of late tenant rent payments. He discussed how staff had been managing bill payments, delaying some as needed. He described ongoing court and collection actions to recoup funds from two previous Middle Line Road tenants, as well as staff's efforts with current tenants to help them access financial assistance. The board suggested the Housing Authority's Emergency Financial Assistance Program (EFAP) might be further utilized to cover more than one month's rent. They also recommended requiring a tenant payment plan be set up immediately upon identifying a potential payment issue.

### **FY24 End-Year-Financials Review & Vote**

The board noted that the executive committee had thoroughly reviewed the FY24 financial statements and were satisfied with them.

**Motion:** Dan Seidman moved to approve the FY24 financial statements. Seconded by Rise Terney.

**Roll call vote:** Dan Seidman: yes; Lucy Morrison: yes; Rise Terney: yes; Rudy Sanfilippo: yes; Ann Wallace: yes; Mark Leonard: yes. Motion carried without dissent.

### **Policy & Material Updates and Scheduling**

David Vigneault thanked board members for reviewing the Housing Authority's management contracts, tenant lease, and related policies. He reported that the lease had been finalized; the House Rules policy was with the Housing Authority's lawyer for review; and there were still additional policies to review for revision.

**Action item:** David said he would send out a list of potential board-member volunteer opportunities to further assist the Housing Authority with operations and planning.

**Motion:** Mark Leonard moved to accept the Annual Recertification Policy as written. Seconded by Rise Terney.

**Roll call vote:** Dan Seidman: yes; Lucy Morrison: yes; Rise Terney: yes; Rudy Sanfilippo: yes; Ann Wallace: yes; Mark Leonard: yes. Motion carried without dissent.

### **Office, Staff, & Board Prioritization of Outstanding Needs**

David Vigneault reported that the implementation of systems and processes like the ManageGo maintenance-request ticketed-work-order app and making rental assistance payments through ACH transfer had helped reduce calls to the office and staff time on some tasks. David also reported that the setup of a revised website was in progress.

**Action item:** David said he would contact the Collins Center to update the 2018 Classification and Compensation Study, to review positions, steps, and grades, and to finalize the longevity policy.

### **Outreach**

The board reported working on a one-to-two-sentence elevator pitch about the Housing Authority.

The meeting adjourned at 5:01 PM.

**Next meeting is scheduled for Tuesday, March 26, 2024 at 4 PM.**

Respectfully submitted,

Karin Kugel  
Administrative Assistant