

**Minutes of the
DUKES COUNTY REGIONAL HOUSING AUTHORITY
Board Meeting on November 20, 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 Wednesday, November 20, 2024.

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

Board present on Zoom: Mark Leonard, Vice Chair; Jason Mazar-Kelly, Director; Rudy Sanfilippo, Director; Rise Terney, Director

Board present in person at the Vineyard Housing Office: Ann Wallace, Chair; Dan Seidman, Treasurer

Absent: Lucy Morrison, Director at Large

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

Documents used during the meeting:

October 29, 2024 Draft Minutes; Executive Director's Report; Financial Manager's Report; Rental Assistance Snapshot; Final 2024 Island CPA Distribution; Draft Revised Grievance Policy; Draft Revised Transfer Policy; Draft Revised CORI Policy; Draft FY24 Year-End Financial Review

Consent Agenda:

October 29, 2024 Draft Minutes; Executive Director's Report; Finance Manager's Report; Rental Assistance Snapshot

Motion: Rise Terney moved to accept the consent agenda without the Executive Director's report. Seconded by Dan Seidman.

Roll call vote: Dan Seidman, yes; Rise Terney: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Rudy Sanfilippo, yes; Ann Wallace: yes. Motion carried without dissent.

Executive Director's Report / Baptist Church of Gayhead Parsonage Management

David Vigneault noted that in considering whether the DCRHA would manage the parsonage rentals, two items needed to be confirmed:

- 1) How would the transition from development to management be funded?
- 2) Could the Housing Authority be involved due to Fair Housing obligations, as the church may use preference categories in their tenant selection that may not comply with Fair Housing?

Action Item: David Vigneault will ask MassHousing for a legal opinion about whether DCRHA could be involved in selecting tenants and/or managing the parsonage rentals.

Executive Director's Report / Lagoon Heights

David Vigneault explained that Lagoon Heights redevelopment had been delayed until the following winter, because temporary housing for residents hadn't been secured. The board asked whether

construction could go ahead if housing were found earlier and considered reaching out to Oak Bluffs realtors to suggest options for temporary housing.

Action Item: David Vigneault will reach out to EOHLC to find out whether construction could begin earlier than next winter if housing could be secured earlier.

FY24 Year-End Financial Review

Ann Wallace reported that the Executive Committee felt the report was acceptable and recommended that the board vote to accept it. The board discussed needed corrections in Note 12.

Motion: Jason Mazar-Kelly moved to approve the FY24 Year-End Financial Statements with discussed corrections to Note 12. Seconded by Rise Terney.

Roll call vote: Dan Seidman, yes; Rise Terney: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Rudy Sanfilippo, yes; Ann Wallace: yes. Motion carried without dissent.

Revised Grievance Policy

David Vigneault described proposed revisions.

Motion: Rise Terney moved to approve the revised grievance policy. Seconded by Dan Seidman.

Roll call vote: Dan Seidman, yes; Rise Terney: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Rudy Sanfilippo, yes; Ann Wallace: yes. Motion carried without dissent.

Revised Transfer Policy

David Vigneault described proposed revisions.

Motion: Rise Terney moved to approve the revised transfer policy. Seconded by Dan Seidman.

Roll call vote: Dan Seidman, yes; Rise Terney: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Rudy Sanfilippo, yes; Ann Wallace: yes. Motion carried without dissent.

Revised CORI Policy

David Vigneault described proposed revisions.

Motion: Dan Seidman moved to approve revised CORI policy. Seconded by Mark Leonard.

Roll call vote: Dan Seidman, yes; Rise Terney: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Rudy Sanfilippo, yes; Ann Wallace: yes. Motion carried without dissent.

FY26 Admin Staff & 50/50 Funding

David Vigneault reported that the Collins Center delivered recommended salary ranges and rationales but had not yet delivered recommended steps and grades or pegged recommended FY26 rates for staff. He explained that since FY26 requests were due to Tisbury by the first week of December, either the board could schedule an additional meeting to vote on FY26 wage rates once the Collins Center delivered the needed information, or the board could vote to accept the Executive Committee's recommendation for FY26 wage rates.

Motion: Jason Mazar-Kelly moved to have the Executive Committee establish labor rates for the coming year based on the Collins Center Wage and Comp Study. Seconded by Rise Terney.

Roll call vote: Dan Seidman, yes; Rise Terney: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Rudy Sanfilippo, yes; Ann Wallace: yes. Motion carried without dissent.

Greenough House Parcel Survey

David Vigneault explained that the first step for any potential redevelopment of Greenough House would be a board vote to hire and pay for a parcel survey.

Motion: Rise Terney moved to get a parcel survey of Greenough House. Seconded by Dan Seidman.

Roll call vote: Dan Seidman, yes; Rise Terney: yes; Jason Mazar-Kelly, yes; Mark Leonard, yes; Rudy Sanfilippo, yes; Ann Wallace: yes. Motion carried without dissent.

Rental Assistance Status and FY26 Funding

David Vigneault reported finishing meetings with each of the town's Community Preservation Committees to request FY26 Community Preservation Act (CPA) funds. He said there were positive outcomes from all of the meetings.

The meeting adjourned at 5:05 PM.

Next meeting is scheduled for Wednesday, December 18, 2024 at 4 PM.

Respectfully submitted,

Karin Kugel
Administrative Assistant