

Brookline Housing Authority
Regular Meeting Minutes
February 13, 2018
90 Longwood Avenue
4:30 PM

The meeting was called to order by Mr. Trietsch at 4:35 PM. Those present included Ms. Dugan, Mr. Jacobs, Ms. Sullivan, and Ms. Katz.

Board Reports

Mr. Jacobs said that the Town's Housing Advisory Board and the Economic Development Advisory Board are jointly sponsoring a mixed-income housing panel discussion this Thursday night, which is open to the public.

Mr. Trietsch said that this evening, the Brookline Select Board will be considering a vote to commit pre-development funding for the BHA's Rental Assistance Demonstration (RAD) redevelopment project.

Executive Director's Report

Mr. Dober reported the following:

- Representatives from the Town and the BHA met last week to discuss the possible sale to the Town of a parcel of BHA land within the Walnut Street Apartments development, which would be used by the Town to complete the Gateway East project. HUD will need to approve any such land disposition.
- The BHA has submitted a 2019 CDBG funding request to the Town. The request includes a variety of projects that will allow the Town to match projects with available funds. The BHA submission includes: the repair of deteriorated concrete stairs from the High Street Veterans Apartments site to a public sidewalk; security camera upgrades at Col. Floyd Apartments; upgrades to the upper courtyard at High Street Veterans Apartments; and phases two and three of the planned Egmont Street Veterans Apartments courtyard improvements.
- Steps To Success is conducting a series of meetings with staff from the BHA and Brookline Public Schools as part of their strategic planning process.

Consent Agenda

Mr. Jacobs questioned the need for proprietary procurement of Lochinvar hot water boilers at Kickham Apartments. BHA Director of Maintenance, David Perry, said that Lochinvar products are superior to others in several ways, including: advanced technology; simplicity of repairs; and durability. Ms. Sullivan asked if Lochinvar replacement parts are readily available. Mr. Perry said that parts are easy to access from a local distributor.

On a motion from Ms. Sullivan and a second from Mr. Jacobs, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on January 17, 2018; Final Completion of the Partial Roof Replacement project at Trustman Apartments with SRC Roofing, Inc.; Change Order #3 for the Fire Alarm and Generator Repairs Project at 190 Harvard Street and 50 Pleasant Street with Laracy Electrical Contractors, Inc., extending the Substantial Completion date to January 25, 2018; Substantial Completion of the Fire Alarm and Generator Repairs Project at 190 Harvard Street and 50 Pleasant Street with Laracy Electrical Contractors; and proprietary procurement of Lochinvar hot water boilers and heaters for 190 Harvard Street.

Springwell Presentation

Ruth Beckerman-Rodau, CEO of Springwell, Inc., introduced her staff, including: Leilani Diaz, Care Coordinator at O’Shea House; Reyan Serrano, Care Coordinator at Sussman House; Sarah Williams, Care Coordinator at Morse Apartments, Kickham Apartments, and Col. Floyd Apartments; and Hillary Tarr, Special Projects Coordinator. Ms. Tarr and the Care Coordinators spoke about their educational backgrounds and professional experience.

Mr. Trietsch said that the Springwell services provided to residents at BHA senior developments are central to the BHA mission and help to distinguish the BHA from its peers.

Ms. Beckerman-Rodau reported the following:

- Springwell was established 40 years ago and has grown into an organization with 160 staff members and an annual budget of \$40 million.
- Since 2002, Springwell has contracted with the BHA to provide coordinated site-based support services that promote resident self-sufficiency. Their goal is to: engage residents; assess needs; connect to public/private services; conduct ongoing case management; and host activities for socialization.
- The BHA contracts directly with Springwell for these “Care Connections” services at Sussman House and O’Shea House. A Supportive Housing Program (SHP) grant from the state funds similar services at Morse Apartments, Kickham Apartments, and Col. Floyd Apartments. The only difference between the Care Connections program and SHP, is that SHP includes a congregate hot meals program and a requirement for one-hour emergency response.
- Springwell attempts to engage residents in different ways, both formal and informal, to assess their needs and to connect them to supportive resources. Some of these resources are operated by Springwell and some are public/private referrals to partner agencies.
- Activities and events occur typically two to three times a week at each site. Residents are asked to determine the type of activities they prefer.
- The BHA currently has 271 residents enrolled in personal care case management through Springwell.

Mr. Trietsch asked about the issue of bullying in BHA developments. Ms. Williams said that Springwell staff participated in a valuable training on social bullying hosted by the BHA and conducted by Jewish Family and Children’s Services. Ms. Diaz said that there was a particularly difficult bullying-type of situation at O’Shea House, which through a coordinated effort is now under control. Ms. Beckerman-Rodau said that Springwell conducts in-house staff training on how to manage bullying situations.

Ms. Katz asked how Springwell and BHA staffs interact. Ms. Tarr said that she and the Care Coordinators have a regularly scheduled monthly meeting with BHA Management Department staff. Care Coordinators and BHA Property Managers confer at the sites daily.

Ms. Dugan asked about outreach efforts to residents. Ms. Beckerman-Rodau said outreach efforts include flyers, monthly newsletters, and orientations for new residents.

BHA resident, Vera Sharma, said that many BHA residents do not take advantage of the congregate meals program. Ms. Beckerman-Rodau said that congregate meal sites throughout the country are not popular; however, participation at the BHA meal site is comparatively good. Ms. Dugan said that India McConnico, the Springwell meals site coordinator, does an excellent job.

Ms. Dugan asked if Springwell has translation services. Ms. Beckerman-Rodau said that they provide Chinese and Russian translations.

Ms. Beckerman-Rodau said that other services offered to BHA residents include: wellness workshops; private care management services for those ineligible for free services; nursing home ombudsmen services; money management assistance; and friendly visitor/shopping assistance. Springwell is also the area Protective Services agency responsible for supporting residents who are at risk to themselves and/or others and with investigating elder abuse/neglect.

Mr. Jacobs asked how Springwell evaluates its success related to its goal of encouraging seniors to live independently as long as possible. Ms. Beckerman-Rodau said that prior to the start of SHP at the BHA, they surveyed the BHA regarding the numbers of residents who transitioned into nursing homes. The baseline was extremely low. They also investigated the numbers of emergency medical interventions. These numbers were extremely low as well.

Mr. Jacobs asked if the number of interventions could be tracked. Ms. Beckerman-Rodau said that interventions are currently being tracked so that services can be adjusted accordingly. They will share the results with BHA staff.

Mr. Trietsch invited Springwell staff to inform the BHA if they feel that there is anything that the BHA can do to help them in their mission. Ms. Beckerman-Rodau said that the BHA has always been very responsive to their needs. They may soon be asking the BHA to consider a physical alteration to their Morse Apartments office space to make it more inviting to residents.

Springwell Contract Amendment

On a motion from Mr. Jacobs and a second from Ms. Katz, an amendment to the contract with Springwell, Inc., under the Care Connections program, to provide services to residents of the elderly households at Walnut Street Apartments and Trustman Apartments, increasing the annual fee by \$11,074.00 to \$95,263.00, was unanimously approved.

Edgemere Contract

BHA Director of Subsidized Housing and Applications, Carlos Hernandez, said that he recommends entering a contract with Edgemere Consulting Corporation to assist the BHA with revisions to its Section 8 Administrative Plan and Admissions and Continued Occupancy Plan (ACOP), and certain other tasks.

Ms. Katz asked why Edgemere was the only respondent. Mr. Hernandez said that although there were two letters of intent, Edgemere was the only firm to submit a proposal. Mr. Dober said that Edgemere has a talented staff offering unique services, primarily to large housing authorities. Edgemere was an extremely valuable consultant to the BHA when the BHA took on the Section 8 program at the Village at Brookline. Their billing during the Village at Brookline project was very reasonable.

Mr. Jacobs and Ms. Katz asked about the breakdown of tasks in the proposed contract and noted that it will be important to monitor costs for each task to avoid running out of funds. Mr. Dober said that the contract calls for a specific number of tasks, including:

- Revision of core operation documents (Section 8 Administrative Plan and ACOP).
- Review of Section 8 program operating procedures and recommendations to maximize efficiencies.

- Advise BHA on HUD Moving To Work program.
- Advise on the most effective use of project-based vouchers as part of BHA redevelopment plans.

Mr. Dober said that BHA staff would defer this vote until next month. He and Mr. Hernandez will work to add further structure to the proposed contract, possibly with fixed fees for the first two tasks, and hourly fees with upward limits for the other tasks.

Ownership Structure for 61 Park Street Redevelopment

BHA Director of Redevelopment, Maria Maffei, reported the following:

- It is necessary to create separate organizations to undertake the planned RAD renovations at 61 Park Street. These organizations will: allow the investment of tax credits; provide limits of liability; and provide for the separation of the redeveloped property's finances from the BHA's finances.
- The proposed initial entities are: 61 Park LLC (owner entity) and 61 Park Manager LLC (managing entity). At the outset, the BHA will be the sole member of each entity.
- When investors are brought in, the BHA will withdraw as the initial member. The two members will then be: a Managing Member owned by the BHA; and an Investor Member (corporate investor).
- To create the initial entities, a Certificate of Organization and an Operating Agreement must be adopted.
- The BHA will maintain control of the 61 Park Street property before, during, and after the redevelopment.
- For 61 Park Manager LLC, Mr. Dober, Mr. Trietsch, and Ms. Dugan will be the three Managers and Signatories.

Mr. Dober said that a provision for the automatic replacement of each Member if they leave their roles at the BHA will be incorporated into the Operating Agreement.

On a motion from Mr. Jacobs and a second from Ms. Sullivan, the attached Resolutions to establish 61 Park LLC and 61 Park Manager LLC, their Managers, and their Authorized Signatories, as specified in the attached Operating Agreements and Certificates of Organization and as further described in the attached memo dated February 8, 2018 from Patrick Dober and Marie Maffei, was unanimously approved.

Annual Plan

Mr. Dober said that this year's HUD Annual Plan is a recapitulation of previous plans with some new activities, including: demolition/disposition (Walnut Street Apartments parking lot); RAD program plans; and the project basing of vouchers).

On a motion from Ms. Dugan and a second from Ms. Katz, the BHA's 2018 HUD Annual Plan was unanimously approved.

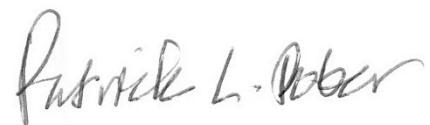
Miscellaneous Issues

Mr. Dober introduced new BHA Graduate Fellow, Marcus Mello.

The Board confirmed that the next meeting will be held at Morse Apartments on March 13, 2018 at 4:30 PM.

On a motion from Ms. Sullivan and a second from Mr. Jacobs, it was unanimously agreed to adjourn the meeting at 6:00 PM.

**A TRUE COPY
ATTEST**

A handwritten signature in black ink, appearing to read "Patrick L. Dober".

**Patrick Dober
Executive Director**