

LHA Board Attendance Application

Enter **LHA Board Attendance** through the Housing Applications Executive Director Log In.



Once in **LHA Board Meetings**, use the drop down menu to section the month and year.



Select **LHA Contact Information and Board Monthly Attendance** button.



Provide Emergency Contact Information, all the required LHA Contact Information and complete the LHA Board of Commissioners table in the top section of the page filling in all the required details. When complete, click **Save/Confirm**.

LHA Board Meetings

Wellfleet Housing Authority

March 2016

LHA
Size
Executive Director
Phone #
After Hours and Weekend Emergency Contact Name
After Hours and Weekend Emergency Contact #

Current Staff	Name	Phone Number	Email
Best Contact for DHCD to Call	<input type="text" value="John Smith"/>	<input type="text" value="782222215"/>	<input type="text" value="jsmith@lha.com"/>
Chief Procurement Officer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maintenance Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>

LHA Board of Commissioners

First Name	Last Name	Check All That Apply								Term		Email Address	Home Mailing Address (Street/City/State/Zip)
		Chairperson	Vice-Chairperson	Treasurer	Member	State Appointee	State Tenant Rep	Federal Tenant Rep	Labor Appointee	Start Date	End Date		
Sealion	j	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4/1/2015	5/1/2017	test@test.com	12 Main st, Wellfleet, MA
Raddison	Merrit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3/2/2013	2/1/2011	jhjdh@khrj	test
Jonas	Wess	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3/3/2012	3/12/2015	Fedsgfd@NYT.com	test
Red	Red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/12/2012	2/21/2012	Reed@	test
eesd	ee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required*	Required*		Required*
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

The application will return to the main screen. Reenter by selecting **LHA Contact Information and Board Monthly Attendance**.

LHA Board Meetings

Wellfleet Housing Authority

Select Month and Year

Month Year

LHA Contact Information and Board Monthly Attendance

Certify & Submit

To complete the attendance record, scroll beneath the table just completed:

- Indicate the anticipated schedule for the regular meetings by checking of the appropriate boxes. If the LHA does not have two regular meetings monthly (special Meetings are not captured in the application), indicate so, and the **Meeting #2** table below will be disabled.
- Under **Meeting #1**, check one of the three boxes and provide the specific date of the scheduled meeting is if applicable to the selection.
- The names of the Board members entered above have been copied below. Check **In attendance** or **Absent** for the attendance record.
- Select **Save Attendance** to complete the record and move to the certification.

LHA Board of Commissioners Attendance at Regular Monthly Meeting

Our regular board meeting schedule is on the:

1st Monday
 2nd Tuesday
 3rd Wednesday
 4th Thursday
 Friday

at: am pm

2nd Regular meeting not required by LHA By Laws

Comments

Meeting #1

No Meeting was held

Quorum not met for

Meeting held on at am pm

<input type="text" value="Sealton j"/>	<input checked="" type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text" value="Raddison Merrit"/>	<input checked="" type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text" value="Jonas Wess"/>	<input type="radio"/> In attendance	<input checked="" type="radio"/> Absent
<input type="text" value="Red Red"/>	<input checked="" type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text" value="ees d ee"/>	<input checked="" type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent

Meeting #2

No Meeting was held

Quorum not met for

Meeting held on at am pm

<input type="text" value="Sealton j"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text" value="Raddison Merrit"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text" value="Jonas Wess"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text" value="Red Red"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text" value="ees d ee"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent
<input type="text"/>	<input type="radio"/> In attendance	<input type="radio"/> Absent

The application will return to the main screen. Select **Certify & Submit**.

LHA Board Meetings
Wellfleet Housing Authority

Select Month and Year

Month **Year**

LHA Contact Information and Board Monthly Attendance

Certify & Submit

There is a last chance to review the information entered before submittal.

Attendance is indicated by a **Y**(in attendance) or **N**(absent). **X** indicates no meeting was held.

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Member 1									Y			
Member 2									Y			
Member 3									N			
Member 4									Y			
Member 5									Y			

I, as the Secretary Ex-Officio, certify under the pains and penalties of perjury that the above record of attendance at the monthly board meeting of the held on:
9/4/2012

is true and accurate.

Each electronic submission of this certification is as valid as an original signature.

After checking the box stating the “electronic submission of this certification is as valid as an original signature”, the **Submit to DHCD** button will activate.

Each electronic submission of this certification is as valid as an original signature.

Submit to DHCD **Cancel**

After submission, the main screen will indicate the attendance record has been submitted.

LHA Board Meetings
Wellfleet Housing Authority

Select Month and Year

Month **Year**

LHA Contact Information and Board Monthly Attendance **Submitted**

Certify & Submit