



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lieutenant Governor ♦ Jennifer D. Maddox, Undersecretary

PHN 2021-16

To: Local Housing Authority (LHA) Executive Directors
From: Fatima Razzaq, Acting Director, Division of Public Housing
Date: August 5, 2021
Re: Board Member Attendance Application Reminders

Need to Know

1. EDs should keep their LHA Board Attendance up to date. The information in this application is used for Constant Contact and Board Member Training enrollment.
2. DHCD is providing additional information related to filling out the LHA Board Attendance application.

LHA BOARD ATTENDANCE AND CONTACT INFORMATION

Executive Directors should keep their LHA Board Attendance up to date. Board Attendance is due 30 days after the close of each month (see [PHN 2012-16](#)).

The information in the LHA Board Attendance application is pulled on the first of each month and is used to update the Board Member mailing list in Constant Contact (including removing Board Members who are no longer serving) and to enroll new Board Members in the LHA Board Member training (during the second week of each month). In order to ensure that these systems are up to date, EDs should be sure to record the correct email address for each Board Member.

Additionally, in the coming months, a field will be added to the LHA Board Attendance application where an ED can record a Board Member's phone number. This field will be used for DHCD contact (including connecting Tenant Board Members with the Resident Board Member Training Program (managed by the Mel King Institute)).

DEFINITIONS FOR BOARD MEMBER ATTENDANCE APPLICATION

Within the LHA Board Attendance application, there is a "Check All That Apply" section for EDs to select different attributes that apply to Board Members (see image below).

- The ED can select roles that Board Members serve on the Board including Chairperson, Vice-Chairperson, Treasurer, and Member.
- The ED can select other attributes that apply to Board Members including:
 - State Appointee: Board Member that is the State Appointee to the Board; there should only be one
 - State Tenant Rep: Mayoral tenant appointee (cities only)
 - Federal Tenant Rep: Mayoral tenant appointee (cities only)
 - Labor Appointee: Appointed by Mayor (cities only)
 - Tenant: Any Board Member that is currently a Tenant of the LHA
 - Town Tenant Board Member: Board Member that was appointed through the Town Appointed Tenant Board Member process

Check All That Apply									
Chairperson	Vice-Chairperson	Treasurer	Member	State Appointee	State Tenant Rep	Federal Tenant Rep	Labor Appointee	Tenant	Town Tenant Board Member

UPDATING THE BOARD MEMBER ATTENDANCE APPLICATION

LHAs should fill out the Board Member Attendance application each month. The information in this application enables DHCD to update Board Member contact information in Constant Contact and to keep enrollment in the Board Member Training program up to date, which in turn impacts an LHA’s performance on the Board Member Training PMR criteria (see [PHN 2019-01](#) or Attachment A of this PHN for more information).

If an LHA is behind in filling out the Board Member Attendance application: An LHA should try to fill out all missing months in the Board Member Attendance application. LHAs should fill out the information from the oldest month to the most recent month. For example, if missing January through May of 2021, LHAs should start by filling out the January data (which would pull from December data) and then the application will pull data forward for February, March, April and May.

If an LHA is missing many months of data, an LHA can “skip” months in the application (i.e., only fill in the most recent months). However, if an LHA skips any months, the data will not be pulled from the previous months (i.e., the LHA will have to fill out all the information manually for the first month they fill out after skipping any months). **Going forward, LHAs should fill out each month in the Board Member Attendance application.**

See Attachment A. Information for New Board Members
 See Attachment B. LHA Board Attendance User Guide