



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

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Public Housing Notice 2016-31

To: Local Housing Authorities

From: Amy Stitely, Acting Associate Director, Division of Public Housing & Rental Assistance

Date: October 17, 2016

Subject: Regional Capital Assistance Team (RCAT) Advisory Board Elections
(For those LHAs that are not participating in the RCAT program please disregard this notice)

As a follow up to Public Housing Notice # 2016-19, (<http://www.mass.gov/hed/docs/dhcd/ph/publicnotices/2016-19.pdf>), this Public Housing Notice is to announce Elections for the Regional Capital Assistance Team (RCAT) Advisory Board members.

Section 26C(e) of M.G.L. 121B requires that an Advisory Board be established for each RCAT. See *link to the statute* and excerpted language below:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVII/Chapter121B/Section26C>

(e) Each capital assistance team shall have an advisory board consisting of 11 members. The host housing authority shall appoint 1 of its own board members to the advisory board; the department shall appoint 1 member, who shall have at least 5 years of experience as the manager of not less than 200 units of privately owned housing; and the department shall promulgate regulations establishing election procedures for the selection of the remaining 9 members. The department shall limit eligibility for election to members of participating housing authorities in the region. The advisory board shall meet on a quarterly basis with the capital assistance team director, host housing authority director and the director of the department or a designee of the director of the department and shall discuss issues of program performance and coordination."

In the statute, 'department' refers to DHCD.

The period for Nominations for RCAT Advisory Board members occurred between June 17, 2016 and September 30, 2016 and is now closed.

Election Process

Following this Public Housing Notice, DHCD will send out an email notice to the participating LHAs in each RCAT region identifying the Nominees for their region and providing a link to a Voting form for each LHA to vote for nine (9) Nominees to serve on their Region's RCAT Advisory Board. The LHA Executive Director should share and review this list of Nominees with the LHA Board **prior** to casting any votes.

Each LHA that is participating in the RCAT program should vote to elect nine (9) RCAT Advisory Board members for their RCAT Region.

1. The LHA Executive Director should first meet with the LHA board to determine which candidates the board wants to vote for.
2. The LHA Executive Director will be the "Authorized Voter" and will enter the vote information on behalf of the LHA board.
3. After voting, the LHA Executive Director will get a confirmation email for their records.

Upon close of the voting period, DHCD will tabulate the votes and announce the results of the election via Public Housing Notice. It will be the responsibility of the PLHA Executive director to notify their Board members of the results.

Determination of Advisory Board Members

Each RCAT Advisory Board must have at least one Tenant Board member. The Tenant candidate receiving the most votes of any Tenant candidate shall be the first elected member on each respective RCAT Advisory Board. The next elected member shall be the candidate receiving the most votes other than the initial Tenant elected member, and the remaining seats shall be filled in a similar manner, by the candidates receiving the next highest number of votes, until nine (9) members have been elected. In the event of a tie for the ninth seat, DHCD shall select between the tied candidates based upon the qualifications of the tied candidates and the overall diversity of the board. In the event that no Tenant candidate(s) receive any votes, DHCD shall appoint a tenant board member(s) from the respective PLHAs with PLHA consent.

Each RCAT Advisory Board member shall serve a term of 3 years. There is no limit on the number of terms for which a member may be re-elected. Advisory Board Nominations and Elections shall be held every 3 years or as necessary to accommodate the evolution of the RCAT program.

In the event that an elected RCAT Advisory Board member resigns or cannot fulfill the duties during his or her term, DHCD shall fill the vacancy by appointing the candidate who received the next highest number of votes after the last candidate to be elected under the procedures described above. DHCD will repeat this process, continuing with the candidate with the next highest number of votes, until all seats are filled. Provided, that if the resigning or otherwise incapacitated RCAT Advisory Board member was elected as a Tenant member, then DHCD shall appoint a Tenant member from the respective PLHAs with PLHA consent to fill the vacancy. If DHCD is unable to fill any vacancy through the process described above, DHCD may appoint any person meeting the preferred qualifications set forth in its guidelines to serve as the replacement RCAT Advisory Board member. The person appointed to fill any vacancy shall serve for the balance of the original term of the resigned or otherwise incapacitated member.

Advisory Board Meetings

Once the RCAT Advisory Board is finalized, the host housing authority (HHA) director shall convene quarterly meetings in accordance with the statute and RCAT Program Guidelines. The first meeting for each RCAT Advisory Board shall take place not later than 60 calendar days following the announcement of the results of the election.

RCAT Advisory Board Meetings shall be held in a fully accessible location and conducted in accordance with DHCD regulations. Participating LHAs and their Local Tenant Organizations (LTOs) will be given at least 3-weeks' notice of all meeting times and locations.

Advisory Board Member Qualifications

The Advisory Board makes recommendations and provides important information to the program administrators. However, the Advisory Board does not have formal authority to govern the program. Final decisions regarding matters of operation, coordination, policy, and performance will reside with the RCAT, HHA, and DHCD.

Required Qualifications for Advisory Board Nominees:

1. Must be hold a current seat on the Board at an LHA that is participating in the RCAT program.
2. Ability to travel to quarterly in-person meetings that may occur in the evening or on weekends, depending on availability. May require traveling up to 125 miles for Central-West Region, 60 miles for Northeast Region, and 100 miles for Southeast Region.
3. Access to telephone, email, and computer.

Preferred Qualifications for Advisory Board Nominees:

1. Ability to act as a liaison and representative for LHA tenants, staff, and boards in the region.
2. Experience or interest in being part of a new and innovative program.
3. Familiarity with the DHCD Capital Program.
4. Familiarity with best practices in Maintenance Planning and Operations.
5. Term is not predicted to expire until after June 30, 2019.

If you have any questions please contact Rick Brouillard at richard.brouillard@state.ma.us .