



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

Charles D. Baker, Governor ◆ Karyn E. Polito, Lieutenant Governor ◆ Chrystal Komegay, Undersecretary

Public Housing Notice 2016-13

To: Local Housing Authorities

From: Sarah Glassman, Associate Director, Division of Public Housing & Rental Assistance

Date: May 18, 2016

Re: SECOND REQUEST - Local Housing Authority Board of Commissioners Board Training Initiative: Key Information Required By June 30, 2016

On August 6, 2014 Chapter 235, “An Act Relative to Local Housing Authorities” was signed. Included in the new law is a requirement that DHCD establish and implement a comprehensive training for board members. The law goes on to state that all board members are required to complete the training on a routine schedule, and furthermore, failure to complete a training program as prescribed by the law may constitute neglect of duty and that member may be subject to removal proceedings pursuant to section 6.

On March 7, 2016, the Department of Housing and Community Development (DHCD) issued Public Housing Notice (PHN) #2016-03, notifying local housing authorities that in order for each board member to complete the on-line training and for DHCD to track compliance with the requirement, we need 1) a database of board members, which can be kept to date as turnover occurs, and 2) a unique identifier for each board member, in the form of an e-mail address. Since the board training is to be completed online, a unique e-mail address is necessary to send the online training to each board member and track their completion of the training. Additionally, this information will ensure the timely and secure delivery of materials between the Department and members of local housing authority boards of commissioners.

In the previous notice, we requested that all board members provide contact information in the form of a hard mailing address and a personal e-mail address. Two fields were added to Housing Applications to collect this information: e-mail address and mailing address. At each monthly meeting, the executive director should ensure that any changes to board members’ e-mail addresses or hard mailing addresses are up-to-date. Please refer to Public Housing Notice (PHN) #2016-03 for specific instructions regarding this application.

These fields must be filled in with a hard mailing address and a personal e-mail address, along with other key information for each board member **by June 30, 2016**.

E-mail and Mailing Address Requirements

Because DHCD will need a unique identifier for all board members, both addresses must directly link to the individual relevant board member, not the local housing authority. For example, e-mail addresses that send mail to group or common boxes that may be checked by a person other than the intended board member are not allowed.

A recent review of the board member information provided in Housing Applications, revealed that some board members did not provide **unique** personal e-mail addresses. Board members cannot use the same e-mail address. The housing authority can create multiple e-mail addresses for multiple board members as long as each is **unique**, (for example: NameofHousingAuthority1@NameofHousingAuthority.com; NameofHousingAuthority2@NameofHousingAuthority.com, etc.). A board member may request a housing authority to create a personalized private e-mail address for multiple board members (for example: Joe.Smith@NameofHousingAuthority.com).

Alternately, board members may create private e-mail addresses using free services such as Gmail, Hotmail or Yahoo.

Key Information Required for Each Board Commissioner

*It is imperative that key information is collected through the Board Attendance Application. Please ensure that all of the required information listed below is provided in Housing Applications by **June 30, 2016**, and updated, each month thereafter.*

- **Names of All Board Members**
 - **Please separate the first and last names of board members**; this will only need to be done once and then the application will remember.
- **Their Position on the Board.**
- **Their E-mail** – This is essential to online training as we need a unique identifier and this will be the way we send each board member the links to sign into board training. This e-mail must be unique to each board member; board members may not share the same e-mail address.
- **The Start and End Dates of the current term of all board member**; if a board member's term has renewed, please remember to update the new term dates. If a board member is serving as holdover, please list the start and end date of their most recent term, even if the term has expired.
- **Mailing Address** (including city/state/zip; again addresses should be unique and not just the LHA's address.

Please be advised that the Board Attendance Application should be reviewed and completed every month. Housing Management Specialists (HMS) will review the information each month, and revert submissions when any of this information is inaccurate or incomplete.

Please reach out with any questions to Laura Taylor at Laura.Taylor@state.ma.us or Cate Mingoya at Cate.Mingoya@state.ma.us.