

**Dartmouth Housing Authority (DHA)  
Board of Commissioners Meeting  
February 13, 2023**

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**Called to Order:** Vice-Chairman Elaine Lancaster called the Board of Commissioners (BOC) Meeting of the Dartmouth Housing Authority (DHA) to order at 5:00 p.m. on February 13, 2023.

**Attendance:** David Brodeur, Brock N. Cordeiro, Elaine Lancaster, Michael Mattos, and Executive Director Robbie A. DeSouza were present. No one was absent.

**Minutes of Previous Meetings:** The Board reviewed and discussed the January 9, 2023 minutes. Motion to accept the minutes of the January 9, 2023, meeting was made by Brock N. Cordeiro, seconded by David Brodeur, passed unanimously.

**Executive Director's Report/Treasurer's Report – December 2022:** The Board reviewed and discussed the Executive Director's Report and December 2022 Treasurer's Report. Motion to approve the Executive Director's Report as given and the December 2022 Treasurer's Report was made by David Brodeur, seconded by Brock N. Cordeiro, passed unanimously.

**Earned Income Verification (EIV) Policy:** The Board reviewed and discussed the changes to the EIV Policy. Motion to adopt the EIV Policy as presented was made by Brock N. Cordeiro, seconded by David Brodeur, passed unanimously.

**BayCoast CD #8132:** The Board reviewed and discussed BayCoast CD #8132 and it is earning only 0.35%. Motion to have Executive Director Robbie A. DeSouza close that CD, take the penalty, and open a new CD with a better interest rate was made by Brock N. Cordeiro, seconded by David Brodeur, passed unanimously.

**Executive Director Comp Time:** The Board discussed the fact that the Section 8 Clerk position is currently empty and the fact that the Tenant Selector is out on medical leave and the number of extra hours the Executive Director is putting in to keep everything going smoothly. Motion to allow the Executive Director to collect Comp Time while we are down staff was made by Elaine Lancaster, seconded by Brock N. Cordeiro, passed unanimously.

**Update – DMH Project:** No update to report. No motion was made.

**Executive Session:** Motion to enter into Executive Session, and to adjourn the meeting at the end of Executive Session without going back to an open meeting, in or to discuss the reputation, character, physical condition or mental health, rather than professional competence, or an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee staff member, or individual.

Record roll call vote of each member: Brock N. Cordeiro  
David Brodeur  
Elaine Lancaster  
Michael Mattos

The Board discussed an email received by Chairman Michael Mattos regarding the reputation and character of staff members. There was no merit, proof, truth, of the email allegations. The allegations were being made by an employee who had been terminated and seems to be very disgruntled. The matter will be filed. No motions were made.

**Next Meeting: March 13, 2023, at Munroe Terrace Community Center**

**Adjournment:** Motion to adjourn February 13, 2023, Board of Commissioners Meeting was made by Brock N. Cordeiro, seconded by David Brodeur, passed unanimously.

**Materials:** Agenda / Minutes from Previous Meeting and/or Extract from Minutes / Executive Director's Report / Treasurers' Report / DHA EIV Policy / BayCoast Bank CD and letter to BayCoast

Respectfully submitted,

*Robbie A. De Souza*

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Robbie A. DeSouza  
Executive Director  
FOR THE AUTHORITY

Approved by Board of Commissioners at its **February 21, 2023**, Meeting.