

**Human Resources Committee
Meeting Agenda**

Tuesday, January 13, 2026 at 5:00pm
970 Baxter Blvd, Portland, ME

Video Conference using GoTo Meeting

<https://meet.goto.com/330763597>

Call In: (408)650-3123 / Access Code: 330-763-597

- 1.) Roll Call / Declaration of a Quorum
- 2.) Commissioner Onboarding (Table of Contents from Draft Packet)
- 3.) Company Policies Update (Memo listing Policies and Agreements)
- 4.) Adjourn

Board of Commissioners - Onboarding Packet

Table of Contents

1. Portland Housing Authority Information
 - a. Board Of Commissioners Overview
 - b. Sign Up for PHA Email and Text Alerts
 - c. Applications and Program Information
 - d. Properties and Unit Count
 - e. How to Access Porthouse.org Services
 - f. Spot and Report Phishing
 - g. Annual Plan
 - h. Five Year Plan
 - i. Strategic Plan
 - j. Organizational Chart
 - k. PHA and Affiliated Entities
 - l. Operating Budgets: PHA, PHDC, PHSC, SSHPC, 58 Boyd
 - m. Consolidated Annual Contributions Contract
 - n. Union Contracts
 - o. Contact Info (for IT issues, if can't make meeting, etc)
2. Commissioner Roles and Responsibilities
 - a. FOAA Training, created by Drummond Woodsum
 - b. Orientation Guide, Board of Commissioners, created by Minneapolis Office of Multifamily Housing Division of HUD
 - c. Foundations: Roles and Responsibilities, created by Lead the Way
 - d. Policy Making and Policies, created by Wisconsin Association of Housing Authorities
 - e. Nonprofit Board Basics: A Guide for Board Leaders, Created by MANP
 - f. New Commissioner Orientation, created by HTVN
3. Policies
 - a. Conflict of Interest Policy, Annual Certification
 - i. Must sign and return to PHA Director of Human Resources
 - b. Conflict of Interest Disclosure Form
 - i. Must sign and return to PHA Director of Human Resources
 - c. Life Insurance Policy
 - i. Return to PHA Director of Human Resources
 - d. Code of Professional Ethics
 - e. Public Housing Ethics Reference Manual, created by HUD
 - f. Hatch Act: Applicability of the Hatch Act to Municipal Officers and Employees by Sung Mo Kim
 - g. Remote Participation Policy

- h. Robert's Rules: Making and Handling Motions Following Robert's Rules
 - i. Robert's Rules of Order Cheat Sheet, created by Board Effect
 - j. Travel Reimbursement Policy
- 4. By-Laws
 - a. Portland Housing Authority
 - b. Portland Housing Development Corporation
 - c. Portland Housing Services Corporation
 - d. State Street Housing Preservation Corporation

Memorandum

To: Board of Commissioners
From: Doane Dorchester
Subject: General Policies Update
Date: January 9, 2026

There are 4 standard documents that stipulate policies set by PHA and collective bargaining agreements with our union staff. They are as follows:

- Non-Union Employee Policy Handbook (Amended 12/2025)
- General Personnel Policies and Procedures Applicable to All Employees (April 11, 2019)
- Teamster 2024-2027 (October)
- AFSCME 2024-2027 (July)

Below is a list of policies that I have heard from Staff and/or Board Members that they wish to be reviewed for edits or want clarity on whether or not it is a policy the board must approve or if it is a procedure for staff to create and update.

Vacation Policy:

Non-Union Employee Personnel Handbook, p. 11-12

The Board voted recently to allow the Executive Director to grant supplementary vacation time as a recruitment or retention incentive but they wanted further review of the Vacation Accrual Policy.

Evaluation Policy:

General Personnel Policies, p. 16

Non-Union Employee Personnel Handbook, p. 4

HR Committee indicated they wanted a policy on Evaluations. The current policy exists as noted.

Employee Travel Policy:

General Personnel Policies, p. 13

Travel Reimbursement Policy

In 2024 the update Travel Reimbursement Policy was implemented and has been used by staff as directed by the former Executive Director. It is not clear to current staff if the Board needs to approve this new policy or if this is more of a procedural change.

Driving Safety Policy:

This was also created in 2024 and has been used but it is not clear to current staff if the Board approved this. Once finalized staff would like to add to the General Policies.

Van Driver Training and Policy:

This was also created in 2024 and has been used but it is not clear to current staff if the Board approved this. Once finalized staff would like to add to the General Policies.

E-Bike Policy:

This was also created in 2024 and has been used but it is not clear to current staff if the Board approved this. Once finalized staff would like to add to the General Policies.

Credit Card Policy:

There is a draft Corporate Purchasing Cards Policy and Procedures document last updated in May 2025. This would most likely go to finance committee for feedback prior to the HR Committee.

Conflict of Interest Policy:

General Personnel Policies, p. 4

Conflict of Interest Policy

The General Policies has a section related to Code of Ethics. There is a separate Conflict of Interest Policy. Should this be included in the General Policies as written or at least have the General Policies reference this separate policy? There were some edits to the stand alone policy in 2025 which were primarily formatting changes.

Other To Review:

- Smoking and Vaping Policy
- Dress Code Policy
- Parking Policies
- Security Policies/Contracts
- Resident Feedback
- COP/Community Policing MOU

Rather than print out each of these documents they are currently saved in a Teams folder related to the HR Committee. Let me know if you would prefer printouts or the ability to review digitally. During the HR Committee Meeting we can review some of these on the computer screen.

Staff are looking for the committee's guidance on priorities before tackling next steps with a larger review of policies that require board approval.