

THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE THIRTEENTH DAY OF JULY, 2006

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Florence Gray Center, One York Street, at 4:30 p.m. on July 13, 2006.

PRESENT: Commissioner Jan Shapin
 " Rodney P. Bowley
 " John J. Crowley, Jr.
 " Elizabeth Fuerte
 " Frank Landry

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

ABSENT: Commissioner Jade Hall (attending conference)
 " Joseph T. Houlihan

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Minutes of the Annual Meeting of June 8, 2006 were approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Minutes of the Regular Monthly Meeting of June 8, 2006 were approved.

The monthly bills report was presented to the Commissioners.

Commissioner Crowley questioned why internet service is provided to the maintenance facility and at Donovan Manor.

The Director of Finance responded that these departments require internet service in order to provide them with access to the Authority's main database for work orders and tenant records.

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, payment of the bills was approved.

The Chair recognized the monthly reports that were provided by Community Oriented Policing Officer Piermont.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the C.O.P. reports were accepted.

The Secretary reviewed with the Commissioners the Consent Calendar items which included the Occupancy, Applications, and June Collection Loss Reports.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Consent Calendar items were approved.

The Chair requested that the occupancy report for Tonomy Hill be revised to reflect a list of temporary housed residents in Phase 5.

The Secretary provided the Commissioners with an information package reporting on progress with the Healthy Residents/Healthy Homes program.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Secretary's progress report was accepted.

The Secretary provided the Commissioners with a progress report on the "Diplomas in Hand" program.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary's progress report was accepted.

The Secretary provided the Commissioners with a progress report on The Met School program and informed them that a draft lease has been prepared. The Met School staff are on site at the Florence Gray Center for outreach and enrollment purposes, and it is anticipated that they will begin to pay rent in August.

The Secretary informed the Commissioners that the HOPE VI Director is attending a housing conference. Prior to her departure she provided her monthly report which lists progress for each phase and for each department.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the HOPE VI Director's report was accepted.

Commissioner Bowley requested that the HOPE VI Director provide demographic information for persons who utilize the computer network lab and who are not Housing Authority residents.

A resident, Yvette Harris, addressed the Commission and informed them that Commissioner Jade Hall had requested that she ask some questions in her absence and that the questions and responses go on record.

Ms. Harris asked how The Met School will affect the computer lab.

The Secretary informed her that there will be no impact on the computer lab, however, students from the school may be offered the opportunity to utilize the computers as needed.

Ms. Harris asked how the computer lab will sustain itself after 2007.

The Secretary informed her that the HOPE VI CSS staff and neighborhood network lab staff are currently researching sustainability opportunities to keep the lab in operation.

Ms. Harris asked that if the residents of the steering committee try to get a business plan together and obtain their own 501(c)(3), will they be able to sustain themselves under that business plan?

The Secretary stated that it will take some time for that to happen and that the most important mission at the present time is to find a way to keep the computer lab open. He indicated that staff are in the process of preparing a grant application to HUD in an effort to continue the program.

The Secretary presented to the Commissioners a monthly report prepared by the Director of Finance along with copies of the Investment, Budget Review, Rental Income, Grant Fund Expenditure, HOPE VI Spending Summary, and the Medical Trust Investment Reports.

Upon a motion by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried, the finance reports were approved.

Questions were presented regarding cost center profit and loss statements.

Commissioner Crowley questioned why spending on the line item Materials-Auto/Gas for cost center #1, Park Holm and Tonomy Hill, was so high.

The Director of Finance indicated that the amount stated was probably erroneous and that he would review the supporting documentation.

The Director of Finance informed the Commissioners that the seven cost center profit and loss reports provided will be mandatory in two years and that these reports have created a six-fold increase in reporting, necessitating a substantial increase in labor and cost data gathering and assimilation. This conversion and reporting process and the identification of bills associated by cost center is labor intensive. Staff will continue to look at systematic changes to minimize any reporting errors.

A copy of the Section 8 Voucher Program monthly report was also provided to the Commissioners.

The Director of Finance provided the Commissioners with copies of the Notice of End of Initial Operating Period for Phases 2A and 2B and informed them that the units in this phase have reached 95% occupancy and are eligible for operating subsidy from HUD effective July 1st.

The Director of Finance provided the Commissioners with a list of assets to be removed from inventory that includes 100 Phase 4 units slated for demolition and which have been removed from the HUD asset list, and also the removal of the cost of fully depreciated appliances for a number of refrigerators and stoves.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Director of Finance was authorized to remove these assets from the Authority's books.

The Secretary provided the Commissioners with a copy of the Maintenance Department monthly report along with a Summary report describing progress on each of the ongoing work items.

The Secretary indicated that a requisition for payment has been submitted by Lincoln Energy in accordance with their contract with the Authority for miscellaneous mechanical renovations and recommended payment be approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary was authorized to pay Requisition No. 5 from Lincoln Energy in the amount of \$53,418.00.

The Secretary indicated that a requisition for payment has been submitted by Innovative Construction in accordance with their contract with the Authority for sidewalk replacements and recommended payment be approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Secretary was authorized to pay Requisition No. 2 from Innovative Construction in the amount of \$36,450.00.

The Secretary presented to the Commissioners a bill from Architectura, Inc. in accordance with their contract with the Authority for architectural services and recommended payment be approved.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Secretary was authorized to pay the bill from Architectura, Inc. in the amount of \$4,354.23.

The Director of Maintenance provided the Commissioners with a progress report on Newport Heights Phase 3 and informed them that parking lots have been completed, and the labor force has been increased in an effort to make up time lost due to inclement weather. It is anticipated that a Certificate of Occupancy will be issued for Winslow Place by the second week in August and the target to have these units occupied by the end of August.

The Secretary provided the Commissioners with a copy of the monthly report for the Social Services Department.

The Director of Social Services informed the Commissioners that in order to provide residents with information on Lyme Disease, a number of workshop meetings have been scheduled. Additional workshops will also be scheduled to address diabetes.

The Director of Social Services informed the Commissioners that the Summer Feeding Program is underway.

The Secretary indicated that with regard to the Lyme Disease workshop, a planning meeting will be held on July 17th and the Department of Health has tentatively planned an educational workshop meeting for residents on July 27th. The meeting will be open to all residents in the community.

The Chair requested that additional information be provided at next month's meeting regarding the mentoring program with Salve Regina.

The Chair invited the Resident Council to provide their monthly report.

Cindy Warren of the Newport Resident Council provided the Commissioners with a report and briefed them on activities held during the past month.

The Commission was addressed by resident Yvette Harris, who stated that at the Newport Resident Council regular meeting held on July 10th, a number of residents complained about the notice they received informing them of the schedule for line painting of the driveways in Park Holm.

Ms. Harris read the notice to the Commission and stated that residents felt the notice did not provide sufficient time for them to make other accommodations for parking and it was insensitive to residents who have work schedules.

The Secretary stated that the Authority is working on two initiatives for Park Holm, curb appeal and repainting of worn out parking lines. Repainting the parking lines and identifying specific parking areas will assist residents with the ongoing parking problems. Weather conditions impeded the line painting schedule resulting in shorter notice to residents.

Discussion followed concerning possible methods to resolve the parking problems at Park Holm and the Secretary emphasized that resident participation will be crucial to an effective solution.

The Chair suggested that a line item be added to the monthly agenda for discussion regarding initiatives and progress for the Park Holm development.

Upon a motion by Commissioner Fuerte, seconded by Commissioner Bowley, and unanimously carried the meeting adjourned at 5:22 p.m.