

THE MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF NEWPORT, RHODE ISLAND  
HELD ON THE EIGHTH DAY OF FEBRUARY, 2007

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Donovan Manor, 19 Chapel Street, at 4:30 p.m. on February 8, 2007.

Roll call followed the Pledge of Allegiance to the Flag.

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

ABSENT:           Commissioner Elizabeth Fuerte  
                      "           Joseph T. Houlihan

ALSO PRESENT:    Attorney           Joseph J. Nicholson, Jr.

Upon a motion by Commissioner Crowley, seconded by Commissioner Landry, and unanimously carried, the Minutes of the Regular Monthly Meeting of January 11, 2007 were approved.

The monthly bills report was presented to the Commissioners.

Following review, a motion was made by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, authorizing payment of the bills.

The Chair recognized the monthly report provided by Officer Piermont for the Park Holm and Tonomy Hill developments.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the monthly report submitted by Officer Piermont was accepted.

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

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

The Secretary provided the Commissioners with a copy of a progress report covering the D.I.S.H. and Healthy Residents Healthy Homes programs, and the Park Holm improvement initiative.

The Secretary informed the Commissioners that the Authority has received a donation in the amount of \$1,000.00 from the friend of a deceased resident, Mr. Lowen, who had expressed his wish that the donation be used to support the Authority's Garden Club. Members of the Garden Club were present to acknowledge the donation.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Secretary was authorized to write a letter of thanks to Mr. Lowen's friend for sending the donation.

The Secretary addressed the Commissioners regarding the request made last month by Hope Security for a rate increase and provided them with copies of an information package relative to their request.

The Secretary recommended that an increase of \$.65 per hour be approved of which \$.50 is to be applied to a wage increase, and \$.15 to offset their increased insurance rates.

The Secretary also recommended that the Commission authorize him to prepare a Request for Qualifications for Security Services and to implement a new contract effective June 1, 2007. The increased rate for services will exceed \$100,000 which requires the Authority to solicit bids in accordance with its Procurement Policy.

The Chair indicated that she would like clarification as to what the Department of Elderly Affairs requires with regard to providing security services and information be obtained from the other four core housing authorities to determine what they do.

A motion was made by Commission Crowley, seconded by Commissioner Hall, and unanimously carried, to table Hope Security's request for an increase until after the Commission's budget workshop meeting, and information is obtained from other housing authorities regarding the provision of security services for their elderly developments.

The Secretary informed the Commissioners that as part of a grant award by HUD to the Neighborhood Networks Program, a Code of Conduct must be submitted to the department.

The Secretary provided the Commissioners with a Code of Conduct and informed them that it is based upon a boilerplate document that was provided by HUD, and recommended it become Appendix No. 6 to the Authority's Personnel Policy.

Discussion followed concerning language in the Code of Conduct that could possibly conflict with the Authority's Personnel Policy.

The Secretary changed his recommendation to request that the Code of Conduct be approved and attached to the grant in order to comply with HUD's requirement, and revisit this issue next month with regard to appending it to the Personnel Policy.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and approved with three votes and Commissioner Hall abstaining, the Code of Conduct was approved and the Secretary was authorized to submit it to HUD as part of the grant award in order to comply with their requirement.

The HOPE VI Director informed the Commissioners that of the 299 units at Newport Heights, 94% are at full occupancy.

The HOPE VI Director informed the Commissioners that the Authority received approval from Rhode Island Housing for tax credits for Phase 4, and that we are one of only two projects being funded in the state.

The HOPE VI Director informed the Commissioners that with regard to Phase 4 demolition, Valley Affordable Housing has prepared specifications to go out for bids for demolition and they are contacting the Department of Environmental Management to ensure compliance before any solicitations can be made.

The HOPE VI Director informed the Commissioners that there are forty-five families left in Phase 5 to be relocated and relocation is expected to be completed by the end of April or May.

The HOPE VI Director provided the Commissioners with a copy of correspondence from HUD in which they awarded a grant in the amount of \$128,834 for a three year period to the Neighborhood Networks Program.

The HOPE VI Director informed the Commissioners that Newport is the only public housing authority in the state to receive this grant and commended the CSS Coordinator, Diane Vendetti, for writing a successful grant application.

Commissioner Hall asked for progress on offering computer and Spanish classes to which the HOPE VI Director responded that a limited number of people have signed up for the Introduction to Computer class and Spanish class but that Newport Heights staff, as well as staff from the Boys and Girls Club and youth from the MET School, have expressed an interest in attending any classes that will be offered.

The Secretary acknowledged the monthly reports submitted by the Director of Finance.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and unanimously carried, the monthly reports submitted by the Director of Finance were accepted.

The Secretary presented to the Commissioners the Authority's FYE 3/31/06 audit report.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the FYE 3/31/06 audit report was accepted.

The Secretary informed the Commissioners that the Director of Maintenance was unable to attend the meeting and presented to them his monthly reports.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and unanimously carried, the monthly reports submitted by the Director of Maintenance were accepted.

The Chair acknowledged the monthly report submitted by the Director of Social Services.

Commissioner Bowley noted that the Elderly Services Coordinator indicated in her report that she completed her recertification in CPR and he suggested that a survey be done to determine if there is a need to provide CPR instruction for all employees.

The Chair invited Cindy Warren of the Newport Resident Council to provide the council's monthly report.

The Chair invited any Commissioner with a request to present it at this time.

Upon a motion by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried the meeting adjourned at 5:15 p.m.