

THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE TWELFTH DAY OF JUNE, 2012

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Administration Office Newport, Rhode Island at 5:10 p.m. on June 12, 2012.

Roll call followed the Pledge of Allegiance and Silent Prayer:

PRESENT:	Chair	Frank Landry
	Vice Chair	Frank Coleman
	“	Cheryl Abney
	“	Frank McCauley
	“	Charles Laranjo
	“	Amanda Frye-Leinhos

ABSENT: None.

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

The monthly meeting began with James Reed presenting the “Way to Go” Awards to the financial literacy and budgeting workshop participants. These awards are in recognition to residents and/or invited guests for an achievement, an accomplishment and/or a noteworthy deed having a positive affect on them and on the community.

Upon a motion by Commissioner Coleman, seconded by Commissioner McCauley, and unanimously carried the minutes of the regular monthly meeting held on June 12, 2012 were approved.

The monthly bills report was presented to the Commissioners.

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

The Secretary requested authorization and approval of the following payments:

Authorization and approval for change order #1 to Allstate Builders in the amount of \$650.00 for the Donovan Manor Common Area Redecoration.

Upon a motion by Commissioner Landry, seconded by Commissioner Abney, and unanimously carried, the above change order was approved.

Authorization and approval for payment #2 to Allstate Builders in the amount of \$89,600 for the Donovan Manor Common Area Redecoration.

Upon a motion by Commissioner Landry, seconded by Commissioner McCauley, and unanimously carried, the above payment was approved.

Authorization and approval for bid amount for elevator (s) cab renovation in the amount of \$21,363.85 with OTIS Elevator.

Upon a motion by Commissioner Coleman, seconded by Commissioner Laranjo, and unanimously carried, the above payment was approved.

Authorization and approval for payment #10 to Nadeau Corporation in the amount of \$34,907 for the Weidemann Court Project.

Upon a motion by Commissioner Landry, seconded by Commissioner McCauley, and unanimously carried, the above payment was approved.

The Secretary requested a motion to authorize the use of excess operating funds for the purposes of the Earl Avenue apartment renovations and the costs associated with the Park Holm Master Plan Development Consultant as presented.

Upon a motion by Commissioner McCauley, seconded by Commissioner Abney, and unanimously carried, authorizing the use of excess operating funds was approved.

The Secretary requested a motion to approve the bid as submitted from ABC Building Corp, DBA Advanced Building Concepts in the amount \$331,817.89 and to authorize the Executive Director to execute the contract along with Authorizing the use of \$150,000 from the operating reserves and capital funds budgeted as outlined in the Executive Director's Action item.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Abney, and unanimously carried, authorizing the Executive Director to execute the contract with ABC Building Corp and authorizing the use of \$150,000 from the operating reserves was approved.

The Secretary requested a motion to approve the proposal submitted by TAG Associates, Inc. and authorize the Executive Director or Board Chairman to execute the contract for development consultant services along with authorizing the use of operating reserves for all costs associated with their work plan. In addition the President of the Newport Residents Council gave the support of the plan on behalf of the residents of Park Holm.

Upon a motion by Commissioner Laranjo, seconded by Commissioner Abney, and unanimously carried, authorizing the Executive Director to execute the contract with TAG Associates and authorizing the use of the operating reserves for all associated costs was approved.

The Secretary requested a motion to receive the GASB 45 Summary Report as read.

Upon a motion by Commissioner Laranjo, seconded by Commissioner McCauley, and unanimously carried, the above report was received as read.

The following Resolution was introduced by Commissioner Landry, it being Resolution No. 1066 same was read aloud and in full by Commissioner Landry and considered by the Commissioners.

RESOLUTION NO. 1066

SEMAP CERTIFICATION FY 2012

WHEREAS, the Section 8 Management Assessment Program (SEMAP) measures the performance of the public housing agencies (PHAs) that administer the Housing Choice Voucher Program in fourteen (14) key areas; including:

1. Proper selection of applicants from the waiting list;
2. Sound determination of reasonable rent for each unit leased;
3. Establishment of payment standards within the required range of the HUD fair market rent;
4. Accurate verification of family income;
5. Timely annual reexaminations of family income;
6. Correct calculation of the tenant share of the rent and the housing assistance payment;
7. Maintenance of a current schedule of allowances for tenant utility costs;
8. Ensure units comply with the housing quality standards (HQS) before families enter into leases and PHAs enter into housing assistance contracts;
9. Timely annual housing quality inspections;
10. Performing of quality control inspections to ensure housing quality;
11. Ensure that landlords and tenants promptly correct housing quality deficiencies;
12. Ensure that all available housing choice vouchers are used;
13. Expand housing choice outside areas of poverty or minority concentration; and
14. Enroll families in the Family Self-Sufficiency (FSS) program as required and help FSS families achieve increases in employment income.

WHEREAS, SEMAP has been completed for Fiscal Year ending March 31, 2012 as attached; and

Whereas, HACN is anticipating a rating status of High Performer (for achieving 90% or higher), that is subject to HUD review and determination.

NOW, THEREFORE, BE IT RESOLVED, that the SEMAP Certification be approved and submitted by the Executive Director.

Commissioner Coleman moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner McCauley and upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
Commissioner Landry	None
" Coleman	
" Abney	
" McCauley	
" Frye Leinhos	
" Laranjo	

The Chairperson thereupon declared said motion carried and said Resolution adopted.

The Collection & Loss Write Off report is a standing agenda item each month and required no action this month.

The Paul W. Crowley East Bay MET Building Committee conducted interviews of design and construction firms interested in the building of the new school on State owned land adjacent to the Florence Gray Center. The Secretary and Frank Landry are on the Committee and will be assisting RIDE in the selection process.

The Secretary presented the Building Committee Update Report for information purposes only.

The Secretary presented the FY 2012 HUD Unaudited Submission for information purposes only.

The Secretary submitted to the Board the Consent Calendar items which included the C.O.P. Report, Occupancy, Applications, & Section 8 Report, Resident Services Report.

Upon a motion by Commissioner Coleman, seconded by Commissioner McCauley, and unanimously carried, the above Consent Calendar items were received as read.

The Secretary presented to the Board an updated Capital/ARRA Projects report regarding the Weidemann Court, Earl Ave., Donovan Manor Common Area Renovations, Earl Avenue Renovations, Chapel Terrace Painting, Energy Performance Contract, Florence Gray Center, Donovan Manor, Park Holm.

Upon a motion by Commissioner Coleman, seconded by Commissioner McCauley, and unanimously carried, the report regarding the Capital/ARRA Project (s) updates were received as read.

The Secretary presented to the Board the Newport Resident Council monthly report to be received.

Upon a motion by Commissioner Abney, seconded by Commissioner Frye Leinhos, and unanimously carried, the monthly report regarding the Newport Resident Council was received as read.

Commissioners' Request (s):

- Commissioner McCauley requested to the Secretary to have a clam boil barbecue or something appropriate for the staff on a job well done.
- Commissioner Abney gave an update for the Smiles Program discussed at the March 2012 Board Meeting. It has been confirmed that the program will be at Salve this year for the summer program. The Authority residents will be seen there. Commissioner Abney would like to plan for the resident youth to continue to be seen during their school vacations as well as setting up a program for next summer.

- Announcements:

The Secretary announced the open house/ribbon cutting for the Weidemann Court Homes as well as the open house for the Wellness Center at Donovan Manor. Both events will take place on *Friday, June 22nd* with the Wellness Center opening taking place at 10:00 a.m. and the Ribbon Cutting at Weidemann Court at 11:00 a.m.

Upon a motion by Commissioner Abney, seconded by Commissioner Coleman, and unanimously carried, the meeting adjourned at 6:00 p.m.