

Meeting Minutes for the Warren Housing Authority Board of Commissioners

Warren Senior Center, Andreozzi Hall, 20 Libby Lane, Warren, Rhode Island

March 21, 2016 6:30 p.m.

Meeting Called to Order:

The March 21, 2016 meeting of the Warren Housing Authority Board of Commissioners was called to order at 6:30pm at the Warren Housing Authority, 20 Libby Lane, Warren, RI 02885. The meeting was called to order by Chairman Alfano.

1. Roll call:

Roll call vote was taken:

Present: Chairman Alfano, Vice Chairman Rego, Commissioner Cotta, Commissioner Mansi and Commissioner Ryan

2. Approval of minutes from previous meeting

a. February 22, 2016

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to

approve February 22, 2016 minutes. Motion is unanimous.

Chairman Alfano states the next meeting will be April 18, 2016 at 6:30PM.

The auditor and accountants will be present with a full report for the finances from the past year.

Moment of silence was done for Mary O. Bettencourt, mother of the Commissioners Secretary Sandra Speroni.

3. Old Business

None

4. New Business

a. Discussion and action regarding Andreozzi Hall Use for events Policy, Application and fee's

Executive Director Gordon states the board has the current policy that exists with one amendment that is the \$50 increment maintenance fee and that the check be made out to the Housing Authority.

Mansi asks if this is an old policy or has this been just written

Gordon states this is what he has found at the Housing Authority that has been in place before him taking over.

Executive Director Gordon states the purpose of this on the agenda is to request input from the board as to what recommendations the board makes to amend this policy.

The only amendment that has been made to the current policy is the \$50 maintenance fee.

He also states the \$50 maintenance fee was paid in cash and that was amended to be a check made out to the Housing Authority for accounting purposes.

Ryan states he would like to make a motion to wait until April and have everyone come back with ideas and suggestions and discuss them.

Chairman Alfano asks what rules does HUD have pertaining to this policy.

Executive Director Gordon states there are several and how the policy comes from the board would have to fit in any guidelines HUD has in place.

Anguilla states they are going to need at least two meetings. His suggestion is at the next meeting everyone to come back with their suggestions and then himself and Gordon will redraft the policy.

Motion by Commissioner Ryan, seconded by Vice Chairman Rego for the board to take a look at the policy and come back in April with their ideas and suggestions or bring it to the Executive Director prior for discussion at the April meeting. Motion is unanimous.

b. Discussion and action on Authorization for Chairman of the Board

of Commissioners to sign the annual Generator Maintenance and Inspection Agreement with Charlie's Diesel 12 Harmony Street, West Warwick, RI for \$490.00 per year and \$702.00 per hour for additional repairs to be performed if necessary and approved.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Chairman of the Board of Commissioners to sign the annual Generator Maintenance and Inspection Agreement with Charlie's Diesel 12 Harmony Street, West Warwick, RI for \$490.00 per year and \$702.00 per hour for additional repairs to be performed if necessary, Motion is unanimous.

5. Bills and Communications

a. Accept and approve expenditures from February/March 2016

Motion by Commissioner Ryan, seconded by Vice Chairman Rego to accept and approve expenditures from February-March 2016. Motion is unanimous.

6. Report of the Secretary

a. Accept and approve Secretary Report

- Two (2) new Automatic Electronic Defibrulators (Lifepacks) were**

ordered for the Warren Housing Authority; That which was in the Hall was determined to have a “dead/irreplaceable battery” and was no longer compatible with Warren Rescue equipment; the second unit will be placed in the H Building Office area for Staff availability/response. Total Cost \$2,887.12

- Review of (and discussion with) PH coordinator’s investigation and findings as to tenant’s complaint (2/26/16).**
- Flyer distributed 2/26/16 to residents as to “Buddy System”, Apartment Smoke Detectors (local) and WHA pet policies.**
- The Fire Chief conducted fire inspections of the Kickemuit Village buildings (as is newly required by the State Fire Marshal), the WHA is awaiting the report.**
- Guyder Hurley P.C. has been engaged throughout the month at the offices of the WHA engaged in the annual audit with the direct assistance of the Executive Director and Fiscal Coordinator.**
- Employee: Constance Vergowven completed “Fair Housing & Reasonable Accommodation Certification” on 3/14/16.**
- Employee: Carol Rabideau completed “Public Housing Rent Calculation Certification” on 3/14/16.**
- Communication with WHA Accountants (Chaput & Feeney, LLP) as to the potential that the operating subsidy received from HUD for the up-coming year may be \$50,000. Less than the current year mostly due to several factors, but the largest contributing factor is the \$55,000 increase in tenant rental income. Other factors considered include: 1. Project Expense Level (a number determined by HUD based on region and several other factors), which increased, and 2.**

Utility Expense Level, which decreased as a reflection of a decrease in utility costs of the authority. Chaput & Feeney LLP highlights “The other important thing to remember is that just because the operating subsidy goes down, it does not mean that overall income for the authority will go down. In fact, it should remain relatively stable in that you will receive less subsidy, but more rent. The utility reimbursement calculation is similar in that the reimbursement for utilities decreased, but so should your actual utility expenses.”

- Meeting with NetCenergy; survey, review, discussion, agreement to amend computer network for more reliable systems/operations with “hard wiring”; ISP amendments to commence 3/24/16 at a cost not to exceed \$1,725.**
- Review, Discussion and initial amendment of Andreozzi Hall event use application (amendment of “\$50. Cash or check to cash” –to- \$50. Maintenance fee payable to WHA)**
- Review and investigation of apartment condition complaint received (3/7/16).**
- Review of Generator Annual Agreement (submitted for BOC review/approval).**
- Review & Report reference to Section 8 complaint referred via HUD (3/10/16).**
- Staff discussion, eventual memorandum from PH Coordinator reference to work order protocol.**
- Discussion with limited staff of potential issue; re-issue of Access to Public Records Policy to all personnel.**
- Submission of 2016 Capital Fund Program Amendment to HUD for**

total amount of \$152,791.

• Housing Choice Voucher Program advertised and distributed 331 pre-applications as of 3/16/16 and has had 206 returned.

Executive Director Gordon states there are a few things he would like to highlight

Two (2) new Automatic Electronic Defibrulators (Lifepacks) were ordered for the Warren Housing Authority; That which was in the Hall was determined to have a “dead/irreplaceable battery” and was no longer compatible with Warren Rescue equipment; the second unit will be placed in the H Building Office area for Staff availability/response. Total Cost \$2,887.12

A Flyer has been distributed to residents as to “Buddy System”, Apartment Smoke Detectors (local) and WHA pet policies.

The Fire Chief conducted fire inspections of the Kickemuit Village buildings (as is newly required by the State Fire Marshal), the WHA is awaiting the report and will response to any issues if he should find any.

Constance Vergowven completed “Fair Housing & Reasonable Accommodation Certification” on 3/14/16. And also Carol Rabideau completed “Public Housing Rent Calculation Certification” on 3/14/16.

He states recently he received a memo from their accountants

indicating there is a possibility they may receive \$50, 000 less operating subsidy but that will be offset by \$55,000 more tenant rental income received.

Meeting with NetCenergy; survey, review, discussion, agreement to amend computer network for more reliable systems/operations with “hard wiring”; ISP amendments to commence 3/24/16 at a cost not to exceed \$1,725.

Rego states he would like to suggest that they set up a class for people that don't know how to use Electronic Defibrillators.

Executive Director Gordon states Ms. Galinelli anticipates setting a fire training for the residents sometime in the springtime and maybe incorporate that into the training.

Motion by Commissioner Ryan, seconded by Commissioner Mansi to approve Secretary's report, Motion is unanimous.

7. Maintenance Report

Accept and approve Maintenance Report

- They have had one ongoing apartment turnover /restoration.**
- The annual Fire Safety Inspection was completed by Chief Galinelli and Jeffrey Dallaire. Report is pending from the Fire Chief.**

- They performed 40 Offsite Section 8 inspections.
- There is a light out down near Building “F”; this has been repaired, (Replaced Faulty Socket).
- Reliable Pest Control performed their monthly common area inspection/spraying.
- In addition to their routine duties, they also responded to 104 Job Orders, of which 97 were completed.

Motion by Commissioner Ryan, seconded by Commissioner Mansi to approve Maintenance report. Motion is unanimous.

8. Public Comments

None

9. Commissioners Comments

a. Commissioner William Ryan -None

b. Commissioner Frank Mansi -None

c. Commissioner Jeanne Cotta-None

d. Commissioner Vice Chairman Louis Rego-Vice President Rego

wishes Commissioner Mansi with a cake for his Birthday.

e. Commissioner Chairman Frank Alfano-Presentation relative to Public Housing Program

Carol A. Rabideau-

Public Housing Coordinator

Carol A. Rabideau states she is responsible for performing managerial and operational work for Warren Housing Authority housing development known as Kickemuit Village.

She Interacts with potential applicants or other interested parties regarding program information, wait list information, and other similar inquiries.

Receives applications for the waiting list, performs accurate data entry and efficiently maintain the waiting list database.

Helps applicants and tenants fill out various forms relating to housing and other services.

Collects rent, fills out bank deposit slip, post rent, and close out drawer.

Performs annual and interim re-certification of residents in a timely manner.

Calculate rent amount for annual and interims, notifies residents and explains results.

Provides orientation for new residents: occasionally shows unit, explains lease and briefs residents on policies and procedures, and WHA and resident responsibilities.

Prepares move-in and move-out adjustments and vacancy notices.

Create, monitor, and close out work orders to ensure work is performed.

Resolves concerns with residents, requests assistance from Executive Director or maintenance if required.

Maintain resident files and transfers lists of residents who need to be moved to appropriately sized dwelling units.

Attends staff meetings and training sessions as scheduled and/or directed.

Answer phones, direct / transfer calls.

Schedule and Maintain Schedule of events at Andreozzi Hall.

Ms. Rabideau's Daily activities include interact action with the tenants that are housed at Kickemuit Village as well as others that come into the office or call on a daily basis.

Answer / transfer phone calls, updates wait list information as received, updates tenant information as received, Create, monitor, and close out work orders as needed.

Collect rents, close out rent register, and Help tenants with any issues / concerns that come up.

When an application comes in, she reviews it to make sure the applicant qualifies. In order to qualify an applicant must be 62 or older or disabled and have a family income below \$41,650.00 (for a single person) and \$47,600.00 (for a couple). Incomplete or ineligible applications are returned with a notice saying why they were found to be ineligible or what is incomplete. Qualifying application is then

entered into the computer where the computer assigns it a position according to what preferences the applicant qualifies for. A letter is sent out letting the applicant know that they have been added to our wait list. Update letters are sent out once a year, if they are not returned or come back as undeliverable by the date specified in the letter they are removed from the wait list.

Warren residents are given first priority when a vacancy occurs. The wait list is printed out and the next person on the list is sent a vacancy letter. They have 5 business days to contact the office, if they do not contact the office it is considered a refusal, after two refusals they are removed from the wait list. If they accept the apartment, they bring in their updated information for review to see if they still qualify.

10. Adjournment

**Motion by Commissioner Ryan, seconded by Commissioner Mansi.
Motion is unanimous.**

**Warren Housing Authority Board
Of Commissioners Secretary,
Sandrea J. Speroni**