

**CENTRAL FALLS HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes

July 29, 2009

Submitted by: Sue Levasseur

Call to Order

Chairperson, Mr. Robert Salisbury called the meeting to order at 1:00 p.m.

Present:

Robert Salisbury, Chairperson

Charles Coelho, Commissioner

Gladys Burns, Commissioner

Albert Laroche, Commissioner

Raymond Marcaccio, Attorney

Tina Sullivan, Public Housing Administrator

Susan Levasseur, Administrative Assistant

Excused:

Robert Girouard, Executive Director

Approval of Minutes

Charles Coelho motioned to accept the minutes of the June 2009 meeting minutes collectively, Albert Laroche seconded and so it was voted 4-0.

Approval of Expenditures

Gladys Burns motioned to accept the Expenditures for June 2009, seconded by Charles Coelho, and so it was voted 4-0.

Public Comments

Christine Allen, Public Housing Manager at Forand Manor spoke to the board regarding a grievance she would like to have heard. Ms. Allen is questioning the steps that need to be followed for an employee to file a grievance procedure. Ms. Allen is claiming that she did follow steps and has received documentation that her grievance will not be heard. Ms. Allen is claiming she had only received documentation on July 29, 2009 that she would not be heard at this meeting. The attorney, Raymond Marcaccio, explains to Ms. Allen that she needs to follow proper steps in order to be heard. The grievance presented to Ms. Allen's supervisory do not state the details of her request in order for a decision to be made. The attorney informs the board that it is at their discretion that they may choose to hear Ms. Allen's complaint; however, the Chairperson has rendered the decision as to not hear Ms. Allen at this time due to the fact that the correct policy was not followed within.

Administrative Report

Tina Sullivan, Public Housing Administrator, briefs the board on some of the issues that the CFHA are working on. The Allocation plan is still at a standstill, the staff will begin to move forward in house and hope to get the plan re-submitted. HUD will be coming in to do an audit/review of Federal Labor Standards review. The Resident Service Coordinator will be attending a RSC Conference in Chicago; it is a training and networking tool that will be beneficial to our residents. The ROSS Grant has finally come out. The CFHA can not apply for this grant at this time. The grant is structured to personnel only. Due to the fact that we have a RSC on board we cannot apply. Job descriptions are completed and need to be reviewed by the board for approval. The current personnel policy is also outdated and a new policy has been created and needs board approval as well. All items will be reviewed by the attorney and hopefully submitted to the board for approval at the next board meeting. The annual audit has been submitted and there were some findings, Ms. Sullivan has spoke to both the auditor and the fee accountant and the audit will be resubmitted.

Police Contract: At this time the contract with the police department has expired and Colonel Moran is waiting a signature of renewal. The attorney has some concerns with the current contract and would like clarification on some of the responsibilities that may fall on the CFHA. The board moves to table this contract at this time. Ms. Sullivan will meet with Colonel Moran to review other options.

Grant Writer: At this time the grant writer is not in agreement with what the CFHA has put in place regarding her grant writing services. At this time the board decides not to renew a contract with her.

Payment of Consultant:

Gladys Burns motions to pay the consultant fees that had been placed on hold, seconded by Albert Laroche, and so it was voted 4-0.

In the future all consultant fees will need board approval prior to being paid.

BOARD RESOLUTION:

Motion to accept Annual Plan made by Gladys Burns, seconded by Charles Coelho, and so it was voted 4-0.

Executive Session

Motion to move to Executive Session at 2:00 pm regarding legal

matters made by Gladys Burns, seconded by Charles Coelho, and so it was voted 4-0.

Public Meeting Reconvened

Public session reconvened at 2:35pm

Amend Agenda

Gladys Burns moves to amend the agenda to add one more item, to put in place an Interim Executive Director, seconded by Charles Coelho, and so it was voted 4-0.

Interim Executive Director

Motion made by Gladys Burns to name Tina Sullivan as Interim Executive Director effective immediately at a salary of \$65,000.00, seconded by Charles Coelho and so it was voted 4-0.

Adjourn

Motion by Gladys Burns, seconded by Charles Coelho that the meeting be adjourned at 2:47 p.m.