

**CENTRAL FALLS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**Minutes**

**September 23, 2009**

**Submitted by: Sue Levasseur**

**Call to Order**

**Chairperson, Mr. Robert Salisbury called the meeting to order at 12:59 p.m.**

**Present:**

**Robert Salisbury, Chairperson**

**Charles Coelho, Commissioner**

**Gladys Burns, Commissioner**

**Albert Laroche, Commissioner**

**Raymond Marcaccio, Attorney**

**Tina Sullivan, Interim Executive Director**

**Susan Levasseur, Administrative Assistant**

**Excused:**

**Robert Girouard, Executive Director**

## **Approval of Minutes**

**Motion made by Gladys Burns to accept the August 2009 meeting minutes collectively, seconded by Charles Coelho as well as Albert Laroche and so it was voted 4-0.**

## **Resident Concerns**

**None at this time**

## **Public Comment**

**Colonel Joseph Moran, Central Falls Police Department addresses the board regarding the renewal of the contract of Police services and the Central Falls Housing Authority.**

**At this time Colonel Moran addresses some of the concerns that were brought to his attention via a telephone call and follow up letter from Tina Sullivan, Interim Executive Director regarding the suspension of police services that took place effective September 16, 2009. Colonel Moran briefs the board on some of the findings that he has addressed with Bill Blanchette, HUD Director of New England Region. Colonel Moran informs the board that HUD is not stating that police services cannot be utilized as security for the buildings, however, there are some things within the current contract that need to be revised. Mr. Blanchette has advised the Colonel that there needs to be a better system of reporting. Colonel Moran has since provided Ms. Sullivan with the reports that HUD has been looking for. There have also been**

**some questions regarding the billing of police services. On April 28, 2008 Colonel Moran gave a signed document to Robert Girouard stating that the city would not bill for services for the month of June 2008 – July 1, 2008.**

**The city did not bill the CFHA however the services were still provided by the Central Falls Police. On May 28, 2009 Colonel Moran signed a continuation contract and has been anxiously awaiting approval of said contract. The police contract has been placed on the last few agendas for review and has been tabled by the board at each meeting. When city contract negotiations started in March, if the Central Falls Housing Authority had decided not to renew this contract it would have better prepared Colonel Moran in reevaluating his budget. At this time there are two (2) candidates currently in the police academy that the Colonel budgeted for this year. If the Central Falls Housing Authority decides not to take on the housing officer, it would mean that the city has to pick up the \$75,000.00 payroll to bring this officer back to patrol. On September 16, 2009 the contract was officially suspended. At this time Colonel Moran did not remove the officer from securing the buildings until this meeting to find out where this contract stands. The city will pay the expenses for this time period. The Colonel drafted a letter to Tina Sullivan discussing the various paperwork that HUD is requiring regarding particular**

reporting that needs to be completed. Chairman Salisbury would like to confirm exactly what HUD is questioning. Is HUD stating that we cannot have two (2) separate security companies? Tina Sullivan explains that what HUD is stating is that the police contract was not procured and the police and security contracts were both expired. The reporting as well as the reporting issues were the main concerns of HUD. If the Central Falls Housing Authority is going to renew the police contract we need to procure it correctly. There have also been some issues with the hours that the police officer will be patrolling the buildings. Another issue is military, vacation, sick, personal leave for the officer on duty. After review the authority was not billed by the city. Another issue that needs to be addressed is the fact that because the contract was not procured correctly the Central Falls Housing Authority may have to pay back the monies used out of Federal funds to repay what we have paid the city. Tina Sullivan is trying to rectify this situation at this time. The attorney will be making revisions to the current contract for the Colonels review as well as the boards review, and we should be able to get this contract in place correctly and move forward from this point onward.

### **Administrative Report**

Tina Sullivan, Interim Executive Director, addresses the board regarding the HUD visit that has recently taken place, Ms. Sullivan has been in contact with HUD officials and the overall consensus of the visit is that it went well. We should be receiving something in writing to find out if there will be any findings. At the time of the visit

there were some minor findings such as, waiting list, lease enforcement, they also questioned the hiring of the temporary employee, and these issues have been addressed. The allocation plan has been addressed and we hope to be resubmitting this plan to HUD by Friday, September 25, 2009. We will keep the board posted on the progress of this submission. Commissioner Larcoche, at last month's meeting had asked for a breakdown of computer software as well as actual computers that have been purchased for staff and services. That information has been included with this month's board report. We are currently putting out an RFP for technical support due to the fact that the current contract has expired. We will bring a recommendation to the board as soon as we close out the bid process and review. There should have been a contract in place for this service, but we cannot find one at this time.

Chairman Salisbury questions why we do not have this contract in place, and who would hold these contracts. Ms. Sullivan explains that when she was first positioned as Public Housing Administrator she was told by the Executive Director that Moe Brousseau holds all service contracts. Ms. Sullivan explains that contract copies going forward will be kept with the Administrative Assistant. At this time

**there is a committee in place to review a new personnel policy that we would like to implement. There are some concerns that staff and administration have regarding different areas such as sick time accumulation. We will bring this policy to the attorney as well as the board for review and approval in the near future. We are still waiting to hear back from the Pawtucket Housing Authority regarding a possible merger with our Family Self Sufficiency Foundation. We will keep the board posted on any new developments regarding this partnership.**

### **Approval of Expenditures**

**Motion made by Gladys Burns to accept the Expenditures for August 2009, seconded by Charles Coelho as well as Albert Laroche, and so it was voted 4-0.**

### **Consent Agenda**

**Department Reports- Motion made by Gladys Burns to accept the department reports, seconded by Albert Larcohe as well as Charles Coelho and so it was voted 4-0.**

### **Legal Service Contract**

**Motion made by Charles Coelho to extend the current contract with Oliverio & Marcaccio for an additional 2 years, seconded by Gladys Burns, and so it was voted 4-0.**

### **Security Contract**

**Motion made by Albert Larcohe to table this contract at this time, seconded by Gladys Burns and so it was voted 4-0, pending the outcome of the police contract.**

### **Generator Upgrade**

**Motion made by Charles Coelho to award Calson Corporation with the generator upgrade project for the sum of \$698,000.00, seconded by Gladys Burns, and so it was voted 4-0.**

### **VFW**

**Tina Sullivan, Interim Executive Director briefs the board regarding a 202 Grant that may be of interest for the Central Falls Housing Authority to develop the VFW site. Chairman Robert Salisbury will be in touch with a grant writer and Ms. Sullivan will contact James Castellucci regarding this process moving forward.**

### **Budget**

**Dan Robillard, fee accountant, presents the board with three budget proposals. Each budget changes the current statistics of the agency.**

**The Board of Commissioners decides to accept the first budget presented that represents no lay-offs or cuts in positions.**

**Motion made by Gladys Burns to accept the October 1, 2009 Budget, seconded by Charles Coelho as well as Albert Laroche, and so it was voted 4-0.**

## **BOARD RESOLUTION**

**Motion made by Gladys Burns to accept the October 1, 2009 budget, seconded by Charles Coelho, and so it was voted 4-0.**

## **EMPLOYEE RAISE**

**Motion made by Gladys Burns, seconded by Charles Coelho as well as Albert Laroche, to retro the current employee raise of 3% back to October 1, 2008, and so it was voted 4-0.**

## **Executive Session**

**Motion by Albert Laroche to move to Executive Session at 2:55 pm to discuss potential litigation, seconded by Charles Coelho, and so it was voted 4-0.**

## **Motion to Reconvene to Public Session**

**Motion made by Gladys Burns to reconvene to public session at 3:55pm, seconded by Charles Coelho, and so it was voted 4-0.**

## **Motion to Seal Executive Session Minutes**

**Motion made by Albert Laroche to seal Executive Session minutes, seconded by Gladys Burns, and so it was voted 4-0.**

## **Adjourn**

**Motion by Gladys Burns, seconded by Charles Coelho that the**

**meeting be adjourned**

**at 4:00 p.m.**