

**CENTRAL FALLS HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes

December 16, 2009

Submitted by: Sue Levasseur

Call to Order

Chairperson, Mr. Cornelius Flynn called the meeting to order at 6:00 p.m.

Present:

Cornelius Flynn, Chairperson

Gladys Burns, Vice Chairperson

Milad Shabo, Commissioner

Julio Castillo, Commissioner

Alice Bociek, Commissioner

Raymond Marcaccio, Attorney

Tina Sullivan, Interim Executive Director

Susan Levasseur, Administrative Assistant

Approval of Minutes

Motion made by Commissioner Castillo to accept the November 18,

2009, November 30, 2009 and December 7, 2009 meeting minutes collectively, seconded by Commissioner Shabo and so it was voted 5-0.

Public Comment

Christine Allen, Public Housing Coordinator at Forand Manor, addresses the board regarding her request to be heard in Executive Session, she is stating that she made this request to Tina Sullivan, Interim Executive Director. Ms. Allen would like to discuss the budget cuts that will be taking effect on January 1, 2010. Ms. Allen explains to the board that by reducing the Public Housing Managers positions to part time, it will not allow them to complete the work they are required to do. Ms. Allen is claiming that she will not be effective only working 20 hours per week. Ms. Allen is requesting for the board to reconsider the budget. Chairperson Flynn explains that at this time the budget has been approved. Commissioner Castillo explains that the concerns and necessary changes were brought to the board and the budget has been approved. Vice Chairperson Burns questions as to why the decision is made to keep the Public Housing Clerks on full time status and reduce the building manager positions to part time status. Commissioner Castillo explains that had the board not reduced the positions to part time, the agency would have had to eliminate one position all together, therefore opting to reduce rather than eliminate one position. Ms. Allen also informs the board that they may not be aware that all employees are receiving health care benefits with no co-payment. If money needs to

be saved this may be one avenue to look at. Ms. Allen is concerned that she will be losing health benefits for her children once she is categorized as a part-time employee. She will be receiving single benefits only for herself.

At this time, Barbara Gagne, resident of Forand Manor, voices her concerns over the fact that the two building managers will only be on premises for 20 hours per week, but the clerks will be on premises for 35 hours per week. Ms. Gagne also inquires that there was one maintenance position that had no need to be filled, and at the same time eliminating the two part time maintenance positions where there is no benefits paid. Ms. Allen explains to the board that she currently has seniority over other employees in the agency, has her degrees as well as certifications in Public Housing. Commissioner Shabo explains that Chairperson Flynn was on board a few weeks prior to himself being appointed, and in fairness to Commissioner Castillo who was also just appointed, they are new to this process. Commissioner Shabo explains that this reduction in staff may only be a temporary. Commissioner Shabo does suggest that this budget can be re-visited. This budget needed to be submitted to HUD. Ms. Allen explains that the clerks, who do not hold certifications or have passed the exams that are necessary to be able to effectively do this job as a manger can, is going to have a negative effect on the buildings. Commissioner Shabo explains that he would like to take a

look at each employees qualifications to see if the certifications that should be in place pertaining to people's positions, are in fact in place as well as up to date. Ms. Allen explains that the Board could hire a private consultant company to look into the organization. Ms. Allen again, voices her concerns by placing people that do not hold certifications in charge of day to day public housing issues. Ms. Allen also explains that she has had to recalculate rents and reimburse tenants monies in the amount of approximately \$10,000.00 due to employee error. Commissioner Flynn assures that the staff will be receiving in house training after the first of the year to get employees up to date on certifications where necessary. Jonathan Kelly, Maintenance Aide, voices his concerns about reducing maintenance hours as well as benefits.

Motion made by Julio Castillo to close Public Comment at this time, seconded by Alice Bociek, and so it was voted 5-0.

Administrative Report

Tina Sullivan, Interim Executive Director, briefs the board regarding some of the issues pertaining to the Central Falls Housing Authority. We have received documentation from HUD regarding the Allocation Plan. HUD is stating that we have not fulfilled to their satisfaction the proper documentation to support our request for an Allocation Plan to be put into place. The waiting list at this time is a majority of young/disabled.

Pawtucket Housing FSS Merger – At this time, after speaking with the Executive Director, he would like more time to review due to him being new in this position.

Job Descriptions – Due to budget cuts, they need to be reviewed to reflect any necessary changes that may take place. As soon as these job descriptions are done they will be presented to the Board.

Energy Audit – Direct Energy will in this week to conduct an audit and as soon as we receive the final documents from them they will be presented to the Board.

Payroll – Effective January 1, 2010 we will be outsourcing this to ADP Payroll Services.

Consent Agenda Approval, motion made by Vice Chairperson Burns, seconded by Commissioner Castillo to approve, and so it was voted 5-0.

Board Resolution

12/16/2009

The Executive Director asked the Board to adopt a Resolution approving the:

Tenant Charge Increase

Resolution No. 12162009

WHEREAS, the Board of Commissioners of the Central Falls Housing Authority, Central Falls, RI, have reviewed all information pertaining to the Tenant Charge Increase, and

WHEREAS, the Board of Commissioners hereby approves and agrees that the information submitted concerning the Tenant Charge Increase are true and accurate, and

WHEREAS, upon a motion made by Commissioner Castillo to adopt the Resolution approving the Tenant Charge Increase. The motion was seconded by Commissioner Bociek and passed by all present.

Board Resolution

12/16/2009

The Executive Director asked the Board to adopt a Resolution approving the:

Robert Rule of Order

Resolution No. 20091612

WHEREAS, the Board of Commissioners of the Central Falls Housing

Authority, Central Falls, RI, have reviewed all information pertaining to the Robert Rules of Order, and

No vote was taken.

Executive Session

Motion by Vice Chairperson Burns to move to Executive Session at 6:57 pm to discuss potential litigation and personnel matters, seconded by Commissioner Castillo, and so it was voted 5-0.

Motion to Reconvene to Public Session

Motion made by Commissioner Castillo to reconvene to public session 7:35 pm, seconded by Alice Bociek, and so it was voted 5-0.

Motion to Seal Executive Session Minutes

Motion made by Commissioner Castillo to seal Executive Session minutes, seconded by Vice Chairperson Burns, and so it was voted 5-0.

At this time, Christine Allen, addresses the board regarding her upcoming reduction in hours. Ms. Allen requests that the Board, if in fact cannot find a way to keep her position at a full-time status, than she requests to be laid off completely rather than work the 20 hours per week and lose her full time benefits. Ms. Allen requests that the Central Falls Housing Authority pay her medical benefits for six

months and be laid off full time.

Old Business

None at this time.

New Business

42 Washington Street, which is located next door is up for foreclosure, Ms. Sullivan would like to look into purchasing this property for possible parking for Forand Manor.

Adjourn

Motion by Commissioner Burns, seconded by Commissioner Castillo that the meeting be adjourned at 7:50 p.m. and so it was voted 5-0.