

January 19, 2011

The Board of Commissioners held its regular meeting on Wednesday, January 19, 2011 in the Forand Manor Community Room – at 5:30 PM for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Public Comment/Resident Concerns**
- 4. Approval of Minutes of Previous Meetings of November 10, 2010**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 7. Verizon FIOS – Possible Installation of FIOS in Developments**
- 8. Terms and Conditions of the Personnel Policy – The Board may vote to revise.**
- 9. Possible motion to reconsider implementation of time clock policy**
- 10. Resolution – Time Clock Policy**
- 11. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the**

General Laws of the state of Rhode Island to discuss the following:

Personnel issues and potential litigation

12. Any new business to come before the Board

13. Adjournment

The meeting was called to order at 5:45pm by Chairman, Julio Castillo.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Absent

Julio Castillo, Chairman

Charles

Coelho, Commissioner

Gladys Burns, Vice Chairperson

Neil Flynn, Commissioner

Alice Bociek, Commissioner

Tina Sullivan, Executive Director

Paula Llera-Delgado, Administrative Assistant

Ray Marcaccio, Attorney

Others in attendance

Jonathon Kelly, Maintenance

Pete DeRoy, Maintenance
Bridgette, Finance Manager
Aimee Tortolano, RSC
David Dumas, Maintenance
Richard Gregory, Tax Specialist

Public Comment/Resident Concerns

Chairperson Castillo welcomed those in attendance to the meeting of the Board of Commisioners. He asked if there were any public comments or concerns to be heard.

Some residents expressed concern with recent vandalism with cars in the parking lot, and residents would like to have more presence of police officers, and security guards at night walking around the building more. Executive Director Sullivan stated that she'll make a phone call to the Police Chief, and also Security Company, so that they're aware of the situation.

Resident Marcel Gagnon asked about the VFW, and the status of what the Housing Authority plans to do with that vacant building and land. Chairman Castillo stated that the housing authority has no plans to sell the property, and are viewing options for development.

Other residents stated concerns with the windows in their

apartments, the drafts that are coming in keep the apartment cold. Residents asked if there was anything that could be done. Executive Director Sullivan stated, that she's trying to work with the State of Rhode Island regarding the weatherization Grant to incorporate a solution for the windows, and there is no guarantee, because the Grant that was awarded to the housing didn't include windows per the energy audit.

Resident Marcel Gagnon, and his wife asked Chairman Castillo, why the resident concerns is placed at the top of the agenda, and why couldn't they be added towards the end of the agenda so that the residents can comment about the complete meeting. Commissioner Castillo responded that it was a good idea, and that it would be discussed with the board.

Approval of Minutes

Chairperson Castillo asked if there were any questions or concerns regarding the minutes of:

November 10, 2010

There being no questions or concerns a motion was made by Vice Chairperson Burns to approve the minutes as written. This motion was seconded by Commissioner Bociek and carried by all present.

Executive Summary

The Executive Director spoke about the current grants that the Housing Authority is in the process of applying for, FSS, ROSS Grant, the Youth Grant and the Weatherization Grant. The Executive Director stated to the residents that a letter was sent to the State of RI for an increase of funds, the increase if in fact it was awarded, The Executive Director asked for some of the funds from the Grant to go towards new windows or a solution to the draft problem.

The Executive Director reported that the Auditor was in Dec. 20th and completed the Annual Audit for the Authority and no finding were found.

The Executive Director stated that the housing is obtaining 3 quotes to compare if in fact it would be feasible to buy a new tractor or to fix the existing one. The tractor is leaking oil, and has major problems.

The Executive Director expressed many thanks the maintenance staff snow removal during the tough winter season and commenced the maintenance department on their hard work throughout all the snow storms. Executive Director Sullivan finalized with speaking about the Capital Fund, and stated funds need to be spent, and on time

spending is required by HUD with guidelines, a breakdown was provided to the board of existing Capital Funds.

Consent Agenda

Chairperson Castillo asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Castillo asked for a motion. Commissioner Flynn made a motion to accept the consent agenda. Seconded by Vice Chairperson Burns and passed by all.

Verizon FIOS – Possible Installation of FIOS in Developments

The Executive Director explained to the Board and the residents that Verizon Fios is interested in bringing their services to the Authority so that the residents of Wilfrid and Forand Manor will have a choice in cable TV, internet and phone services. Currently the residents only have the capability of receiving Cox Cable. Verizon would need to install the proper fiber wiring throughout each building. This would also require Verizon to enter each apartment for a short period of time. The total estimated project time would be approximately two weeks per development. The Executive Director explained although the wiring will be brought into each apartment, the residents will have the option of obtaining this service or staying with their current provider. There is no cost to the Authority to have this service installed in the developments. There is a contract that needs to be

signed to allow Verizon access into the building.

Executive Director Sullivan suggested to the Chairman Castillo to take a motion on the Agenda item.

Vice Chairperson Burns would like to make a motion for Verizon FIOS to enter the building. Seconded by Commissioner Bociek, and passed by all.

Terms and Conditions of the Personnel Policy – The Board may vote to revise.

Attorney Marcaccio explained all the extensive revisions made to the existing policy regarding the sick time, authorized days from work, vacation days to the board. Attorney Marcaccio finalized all the extensive revisions, and brought the policy current and up to date with State, and local Laws. Attorney Marcaccio stated the policy is ready for a vote from the Board.

Chairman Castillo asked if there were any further questions. There being no further question Vice Chairperson Burns made a motion to accept the updated revisions regarding the sick leave policy to the personnel policy. Seconded by Commissioner Bociek, and passed by

all present.

Time Clock Policy

The Executive Director provided the Board with a draft of the Time Clock Policy to coincide with the new employee time recording system that was installed. Commissioner Flynn expressed his current feeling on the time clock and stated that there is no need for a time clock, it's costly, and keeps employee morale at a low. He expressed that the Housing Authority has never had one in place, and this is not the type of environment or atmosphere that is in need for a time clock. The employees are hard workers, and should be valued.

Chairman Castillo and Commissioner Burns disagreed with Commissioner Flynn and believe a time clock policy and employees clocking in and out should be in existence and shouldn't create current and future problems. Commissioner Flynn would like to make a motion to remove the time clocks, or table the time clock policy again until all Commissioners are present.

Chairman Castillo expressed his concerns to Attorney Marcaccio regarding his option to vote. Attorney Marcaccio expressed that it depends on if the Board is following the Roberts Rules of Order. Chairman Castillo stated that he would like to place the discussion of the Roberts Rules of Order on Agenda for the next meeting.

After much discussion, a motion was made by Commissioner Flynn to table the Time Clock policy and seconded by Commissioner Bociek and passed by all present.

Executive Session

Chairman Shabo requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1& 2 at 6:35pm. A motion was made by Vice Chairperson Burns and seconded by Commissioner Flynn.

A motion was made by Vice Chairperson Burns to come out of Executive Session at 7:49pm and that the minutes of Executive Session be closed and sealed. This motion was seconded by Commissioner Bociek and passed by all present.

New Business

There being no further business to come before the board, a motion was made by Commissioner Flynn and seconded by Commissioner Bociek to adjourn the meeting at 7:51 pm. The motion was carried by all.