

**February 24, 2011**

**The Board of Commissioners held its regular meeting on Thursday, February 24, 2011 in the Forand Manor Community Room – at 5:30 PM for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Discussion and possible vote pertaining to Roberts Rules of Order**
- 4. Public Comment/Resident Concerns**
- 5. Approval of Minutes of Previous Meetings of January 19, 2011**
- 6. Executive Summary**
- 7. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 8. SEMAP**
- 9. Terms and Conditions of the Personnel Policy – The Board may vote to revise.**
- 10. 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**

**11. Possible motion to reconsider implementation of Time Clock Policy**

**12. Discussion and possible motion to approve - Time Clock Policy & Vehicle Use Policy**

**13. Any new business to come before the Board**

**14. Adjournment**

**The meeting was called to order at 5:35pm 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**

**Bill Aunchman, Maintenance Supervisor**

**Jonathon Kelly, Maintenance**

**Sue Levasseur, Public Housing Clerk**

**David Dumas, Maintenance**

**Viana DeCastro, Section 8 Manager**

**Moe Brousseau, City Resident**

## **Discussion and Possible Vote: Roberts Rules of Order**

**Attorney Raymond Marcaccio went into detail explaining the Robert Rules of Order to the Board of Commissioners, and the importance of a Rule in place. With one Board member being absent a motion was made by Commissioner Flynn to table the discussion and possible vote until the next board meeting. Seconded by Vice Chairperson Burns, and passed by all.**

## **Public Comment/Resident Concerns**

**Chairman Castillo welcomed those in attendance to the meeting of**

**the Board of Commissioners. He asked if there were any public comments or concerns to be heard.**

**David Dumas, whom is an employee of the maintenance staff, expressed his concerns regarding the smoking policy in general, and also health reason when entering of apartments where residents are heavy smokers. Executive Director Sullivan commented that the drafted smoking policy for the housing residents is currently under review and being discussed. Chairman Castillo also stated that the draft policy would be entertained, and will be on the next agenda for discussion.**

**Approval of Minutes: 1/19/2011**

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

**January 19, 2011**

**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 reported that the audit was completed, and no findings for the fiscal year.**

**Executive Director Sullivan spoke about Procurement and cutting costs for the housing in the near future the two major sources are Gas & Electric for the Manors. The companies being reviewed are Source One and National Grid. Currently the housing has Direct Energy for their resources. Executive Director Sullivan spoke in detail about the progress with the apartments involved in the fire, as well as the Section 8 office space that was affected. Executive Director recommended that the board take a vote on using the reserve funds since there is a significant amount that should be consumed by the end of the Fiscal year. The Funds will be used towards office equipment, and supplies to get the section 8 office up and operational, which was destroyed with water damage from the fire. The Board of Commissioners anonymously agreed to use the funds in reserves for the purchase of equipment, and supplies.**

**Executive Director Sullivan is actively interviewing for a Director of Housing. CFHA 2011 Annual Dinner will be held on April 21, 2011 at Andrews Bistro of Cumberland, RI.**

## **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.**

## **SEMAP**

**The Executive Director Sullivan explained that Fiscal Year 2010, Section 8 of the Central Falls Housing Authority was recognized as a high performer in scoring, a press release will be in the Times the second week of March.**

## **Executive Session**

**Chairman Castillo requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1& 2 at 6:20pm. A motion was made by Vice Chairperson Burns and second by Commissioner Flynn.**

**A motion was made by Vice Chairperson Burns to come out of Executive Session at 7:00pm and that the minutes of Executive Session are closed and sealed. This motion was seconded by Commissioner Flynn and passed by all present.**

**Discussion and possible motion of the terms and conditions: Time Clock Policy & Vehicle Use 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 thoughts on the time clock with one Board member being absent a motion was made by Commissioner Flynn to table the discussion and possible vote until the next board meeting. Seconded by Vice Chairperson Burns, and passed by all.**

## **New Business**

**There being no further business to come before the board, a motion was made by Vice Chairperson Burns and seconded by Commissioner Flynn to adjourn the meeting at 7:10 pm. The motion was carried by all.**