

**May 25, 2011**

**The Board of Commissioners held its regular meeting of Wednesday, May 25, 2011, in the Forand Manor Conference Room – at 4:00pm 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 (March 23rd , April 14th and April 21st, 2011)**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
- 7. Bid Award – Trash Removal Services**
- 8. Resolutions:**
  - Risk Control Policy**
  - Vehicle Policy**
  - Annual Plan / 5 Year Plan**
- 9. Discussion of Non-Smoking Policy within the Housing Developments**
- 10. Discussion – 10/01/11 – 9/30/12 Fiscal Year Budget**

**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 4:08pm by Vice Chairman, Gladys Burns.

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

**Present**

**Absent**

**Gladys Burns, Vice Chairperson**

**Julio Castillo, Chairman**

**Alice Bociek, Commissioner**

**Neil Flynn, Commissioner**

**Tina Sullivan, Executive Director**

**Paula Llera-Delgado, Administrative Assistant**

**Ray Marcaccio, Attorney**

## **Others in attendance**

**Bill Aunchman, Maintenance Supervisor**

**David Dumas, Maintenance**

**Sharon King, Director of Housing**

**Bridgett Duquette, Finance Manager**

## **Public Comment/Resident Concerns**

**Vice Chairman Burns welcomed those in attendance to the meeting of the Board of Commissioners. She asked if there were any public comments or concerns. There being no public comments or concerns, Vice Chairman Burns moved to the next topic on the agenda.**

**Approval of Minutes: (3/23/2011, 4/14/2011, 4/21/2011)**

**Vice Chairman Burns asked if there were any questions or concerns regarding the minutes of:**

**3/23/2011, 4/14/2011, 4/21/2011**

**There being no questions or concerns a motion was made by**

**Commissioner Flynn 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 has received, and the status of them, also what grants are still in process. The FSS Grant was received, The ROSS Grant is still in process, and waiting for a response, The Youth Grant was received as well as the Weatherization Grant. Executive Director, Sullivan spoke in detail about REAC inspections coming up in the near future for both Manors. The maintenance staff is currently preparing for the inspections, and reviewing the grounds, and all the common areas as well as all the apartments on an individual basis. Executive Director Sullivan informed the board that one of the senior maintenance staff employees will be attending a 2 day Training for REAC Inspections in June. Executive Director Sullivan spoke about The Housing Authority Insurance Group, Risk Management report that was completed and submitted to the HAI, by submitting this report annually the Housing Authority will receive additional funds. The Executive Director Sullivan informed the board of a possible legal issue pertaining to Carlson Corp. regarding the price of cooper for the installation of the generators. Attorney Raymond Marcaccio is in the process of reviewing all documentation.**

## **Consent Agenda**

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

## **Bid Award – Trash Removal Services**

**Executive Director, Sullivan explained that there was only 1 bid received by the name of Waste Management, the deadline was 5/16/2011 for the Trash/Disposal Removal for the CFHA. It's recommended by the Executive Director to remain with that one bid, it's the current company in contract, and this new contract will be less money than the last.**

## **Resolutions:**

### **Risk Control Policy: Resolution # 1008**

**There being no questions Vice Chairman Burns asked for a motion. Commissioner Flynn made a motion to pass the Risk Control Policy. Seconded by Commissioner Bociek and passed by all.**

### **Vehicle Policy: Resolution # 1009**

**There being no questions Vice Chairman Burns asked for a motion. Commissioner Flynn made a motion to pass the Vehicle Policy. Seconded by Commissioner Bociek and passed by all.**

### **Annual Plan / 5 Year Plan: Resolution # 1010**

**There being no questions Vice Chairman Burns asked for a motion. Commissioner Flynn made a motion to pass the Annual Plan/5 year plan. Seconded by Commissioner Bociek and passed by all.**

## **Discussion of Non-Smoking Policy within the Housing Developments**

**Executive Director Sullivan provided the board members with a draft copy of the Non-smoking policy for their review, she would like to move forward the policy, and also put it on the next month's agenda for discussion, and possible resolution.**

#### **Discussion – Fiscal Budget 10/01/11 – 9/30/2012**

**Executive Director Sullivan explained to the board that she spoke to the Accountant, and he's not able to provide, and present a copy of the new budget for the upcoming year due to HUD not sending updated figures until August 2011. Executive Director Sullivan stated to the board that a letter was received by HUD decreasing the current budget in the Section 8 Dept. June 1st, and Public Housing will be decreased in the near future. Executive Director Sullivan also stated that she will be having a discussion with the Accountant to gather information and present it to the board in a special meeting.**

## **New Business**

**Executive Director Sullivan presented the board with flexible working hours 2 days a week (Wed. & Friday). Executive Director Sullivan would like to have this in place as a trial period for the working individuals that can't take time out of their work schedule for their appointments. The Board agreed to try the Flexible working hours of:**

**Monday, Tuesday and Thursday – 8:30-4:30 – with an hour for lunch**

**Wednesday – 8:30-6:00 – with an hour for lunch**

**Friday – 8:30-2:30 with a ½ hour for lunch**

**There being no further business to come before the board, a motion was made by Commissioner Flynn and seconded by Vice Chairperson Burns to adjourn the meeting at 4:50 pm. The motion was carried by all.**