

November 21, 2011

The Board of Commissioners held its regular meeting of November 21, 2011, in the Forand Manor Conference Room – at 2:00pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Public Comment/Resident Concerns

4. Approval of Minutes of Previous Meeting of October 20,2011

5. Executive Summary

6. Consent Agenda – Department Reports

• Financial Management

• Housing Management

• Leased Housing

• Facilities Management/Modernization

• Resident Services

7. Discussion and Passage of the Revision of FY Budget – Forand Manor Windows

8. VFW/Affordable Housing – Discussion.

**9. 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**

10. Any new business to come before the Board

11. Adjournment

The meeting was called to order at 2:00pm by Chairman, Julio Castillo.

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

Present

Absent

Alice Bociek, Commissioner

Julio Castillo, Chairman

Gladys Burns, Vice Chairperson

Neil Flynn, Commissioner

Ray Marcaccio, Attorney

Tina Sullivan, Executive Director

Paula Llera-Delgado, Administrative Assistant

Others in attendance

Sharon King, Director of Housing

Public Comment/Resident Concerns

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

Approval of Minutes: (10/20/2011)

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

10/20/2011

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

Executive Summary

Executive Director Sullivan explained that the Housing Authority went through the physical inspection with PHAS and both inspections went very well, the financial information will be submitted the end of December. Executive Director Sullivan commended the maintenance staff for a job well done preparing for the PHAS inspections.

- **Wilfrid Manor: Scored 96% out of 100%**
- **Forand Manor: Scored 90% out of 100%**

The Accountant is finalizing the financial section of the PHAS report for the annual submission to HUD. Executive Director, Sullivan made the Board aware that the Housing Authority received high performance from HUD pertaining to the Capitol Fund. Executive Director Sullivan spoke briefly about the time clock policy, and is having Attorney Marcaccio research the policy of clocking in early verses late. The Housing Authority has applied for 2 grants, one through the Capitol Fund called Safety and Security, and the second one is offered through the DEA which is called the Security Grant. Executive Director Sullivan explained that if the Housing Authority was awarded either Grant that the money would be used towards new locks.

Executive Director Sullivan spoke about trading in the Trail Blazer due to plenty of wear and tear, and the Vehicle as it stands would need an estimated 2K to keep the vehicle running properly. The Trade-in value of the vehicle right now is an estimate of 5K. Executive Director Sullivan asked for a motion from the board of Commissioners to proceed with looking at a new vehicle, and trading in the Trail Blazer.

Chairman Castillo asked if there were any comments or concerns

regarding the Executive Summary report. There being no questions Chairman Castillo asked for a motion. Vice Chairperson Burns made a motion to accept the Executive Summary. Seconded by Commissioner Flynn and passed by all.

Consent Agenda

Executive Director, Sullivan mentioned some concerns about the Authority having some issues with bed Bugs which was contained to two units, the treatment has begun by A & D Pest Control, and is under control at this time.

Food for thought planned for the residents at both building, Executive Director, Sullivan invited the board to attend.

Section 8 Manager, Viana DeCastro and her employees held a Section 8 landlord meeting during the month of November, which was held in the community room.

The housing Authority remains active searching for bank owned properties within the city. Executive Director Sullivan continues her efforts in working along with the FSS Coordinator Alberto DeBurgo in

aggressively searching for funding.

Executive Director Sullivan stated that there are a couple of conferences coming up if anyone is interested in attending.

NERC NAHRO will be held in Jan. 23rd – 25th in Newport, RI.

PHADA will be held Jan. 8th – 11th in Fort Lauderdale FL.

Resident Services Coordinators hours have been reduced to 30hours per week 8:30am – 3:00 pm Monday thru Friday

Chairman 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.

Discussion and Passage of Revision of FY Budget – Forand Manor Windows

Executive Director Sullivan explained the proposed revisions, and how it would benefit the Housing Authority to utilize some of the funds needed to complete the process for the installation of the windows at the Forand Manor after the Weatherization Grants funds were fully utilized. After much discussion Chairman Castillo asked if there were any comments or concerns regarding the revision of the

FY Budget. There being no further questions, Chairman Castillo asked for a motion to pass the revision of the FY budget, and the allocation of funds. Commissioner Flynn made a motion to pass and allocate the funds up to a max of 75K towards new windows in the Forand Manor. Seconded by Vice Chairperson Burns and passed by all.

VFW Property – Discussion of funding/Affordable Housing

Executive Director Sullivan, Chairperson Castillo and FSS Coordinator Alberto DeBurgo met with Angelo from Segway about the development of the VFW. It would be the goal to develop the charter school as well as providing social services to Authority clients. Executive Director would need a motion from the Board to move forward with Segway to complete a feasibility study on the property.

Chairman Castillo asked if there were any comments or concerns regarding the Feasibility Study of the VFW Post. There being no further questions, Chairman Castillo asked for a motion to pass the Feasibility Study, and research pertaining to the VFW Post.

Commissioner Flynn made a motion to pass the feasibility Study, and the research of the VFW property. Seconded by Commissioner Burns and passed by all.

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 2:25pm. A motion was made by Commissioner Flynn and second by Vice Chairperson Burns.

A motion was made by Commissioner Flynn to come out of Executive Session at 2:55pm and that the minutes of Executive Session remain closed and sealed. This motion was seconded by Vice Chairperson Burns and passed by all present.

Chairman Castillo requested permission to enter into regular session at 2:45pm.

Chairman Castillo asked if there were any new or old business to come before the board. 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 2:46

pm. The motion was carried by all.