

June 20, 2012

The Board of Commissioners held its regular meeting June 20, 2012, in the Forand Manor Conference Room – at 5:30pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of February 29, 2012 and May 30, 2012**
- 4. Public Comment/Resident Concerns**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 7. Public Housing/Section 8 – Admissions Policy and Background Check Draft Changes for Review and Discussion**
- 8. Any new business to come before the Board**
- 9. Adjournment**

The meeting was called to order at 5:35pm by Executive Director, Tina Sullivan.

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

Present

Absent

**Neil Flynn, Chairman Gladys Burns, Commissioner
Paul Charette, Commissioner Ray Marcaccio, Attorney
Julio Castillo, Commissioner
Lucia DeGamma-Therriaut, Vice Chairperson
Tina Sullivan, Executive Director
Paula Llera-Delgado, Administrative Assistant**

Others in attendance

Sharon King, Director of Housing

Approval of Minutes: (2/29/2012 & 5/30/2012)

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

2/29/2012

There being no questions or concerns a motion was made by Commissioner Castillo to approve the minutes of 2/29/2012 as written.

This motion was seconded by Chairman Flynn and carried by all

present.

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

5/30/2012

There being no questions or concerns a motion was made by Vice Chairperson DeGamma-Therriault to approve the minutes of 5/30/2012 as written. This motion was seconded by Commissioner Charette and carried by all present.

Public Comment/Resident Concerns

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

Executive Summary

Executive Director Sullivan provided and spoke to the board about the monthly update on the ED Summary:

The Authority received the official letter from HUD showing the breakdown of scores and it's High Performance Status.

The Authority continues to work with its legal counsel to evict a tenant at Forand Manor.

The Authority continues to treat the same unit as previously reported for bed bugs. The Authority is charging this individual for the treatment and will assist the tenants in the surrounding units. The Authority will continue to monitor this unit going forward.

The Executive Director meets with the Fee Accountant on a monthly basis to review the financial status of the Authority. There are no concerns that need to come before the Board.

Section 8 Department has finally reached their goal of 100% of Lease up.

Executive Director Sullivan met with the Senator Reed office and expressed her concerns about receiving ROSS Grants funds for CFHA. Obligation and Expenditure for the Capital Fund are up to date.

The seal/paint project at Wilfrid Manor going as planned. No major problems being found on the building structure. The installation of the sliding doors at Forand Manor is almost complete and then moving over to Wilfrid Manor to install a new door in the community room.

CHFA hired a landscaper to plant bushes around the fence which surrounds the generator at Forand Manor, 3 quotes were taken and given to the company with a warrantee on the work completed. This is a project that was planned last year when the generators where installed.

Executive Director Sullivan informed the Board that a bid has gone out for a new Architect in order to complete planned Capital Fund projects, all bids received will be provided to the BOC as soon as the bid is closed.

The Authority has received 54K Safety & Security Grant from HUD. CFHA went out to bid to have the unit door locks changed at the Forand Annex building. The Authority is reviewing the sole bid that was received in order to make a determination if the bid meets the needs of the Authority or determines if the Authority needs to re-bid this project.

Executive Director Sullivan provided the BOC a calendar of Meeting Dates every 3rd Wednesday of each month – at the request of Chairperson Flynn.

Executive Director Sullivan made the board aware of some upcoming conferences. Executive Director Sullivan stated that she will be attending the next conference for HAI Group; all expenses are paid by HAI Group, not the CFHA.

The Section 8 department remains down one staff member, within that department employees have been pitching in to assist with covering the required work duties.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion. Commissioner Castillo made a motion to accept the Executive Summary. Seconded by Commissioner Charette and passed by all.

Consent Agenda

Executive Director Sullivan explained each monthly report by department briefly, and also gave an update on the School Street property.

After little discussion Chairman Flynn asked if there were any

comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion. Vice Chairperson DeGamma-Therriault made a motion to accept the consent agenda. Seconded by Commissioner Charette and passed by all.

Public Housing/Section 8 – Admissions Policy and Background Check Draft Changes - Review & Discussion

Executive Director Sullivan provided the board with an updated drafted policy that was reviewed by CFHA Legal Counsel. This draft provided is to insure that the most updated and successful screening process for criminal activity of all Public Housing and Section 8 applicants is a priority, and the goal is to conduct a Nationwide Criminal History Background Check on all public housing and Section 8 applicants and their households with the exception of those members under the age of 18 this is a requirement by HUD, and Sex offenders are not allowed on HUD premises. The background check will be accomplished using the NCIC III computer.

Old Business:

Executive Director Sullivan provided the board with an updated progress on the VFW/Segue Project.

New Business:

Chairman Flynn asked if there was any new business to come before the board. Commissioner Charette inquired about a podiatrist making weekly visits to the manors, and if those services were available to the residents. Executive Director Sullivan stated that she will look into those services. Commissioner Charette and Vice Chairperson DeGamma-Therriault recommended a few local podiatrists to contact.

Executive Session

The Board of Commissioners did not go into Executive Session at the June 20, 2012 meeting.

Chairman Flynn asked if there were any addition comments or concerns, 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 Vice Chairperson DeGamma-Therriault and seconded by Commissioner Charette to adjourn the meeting at 6:05pm. The motion was carried by all.