

June 19, 2013

The Board of Commissioners held its regular meeting June 19, 2013 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 May 22, 2013**
- 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. Resolution – Community Room Use Policy**
- 8. Resolution – Public Housing 5 Year and Annual Plan**
- 9. CFHA Audit/Financial Statement 9/30/12 and 2011**
- 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:**
 - Potential litigation**

11. Adjournment

The meeting was called to order at 5:40pm by Chairman, Cornelius Flynn.

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

Present

Absent

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Julio Castillo, Commissioner

Gladys Burns, Vice Chairperson

Paul Charette, Commissioner

Ray Marcaccio, Attorney

Tina Sullivan, Executive Director

Paula Llera-Delgado, Executive Administrative Assistant

Others in attendance

None at this time

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns

regarding the minutes of 5/22/2013.

There being no questions or concerns a motion was made by Vice Chairperson Burns to approve the meeting minutes of 5/22/2013, the motion was seconded by Commissioner Castillo 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 discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly

Executive Director, Sullivan mentioned the 2 grants:

HUD Security Grant – The Housing Authority has received notice that the Authority was not awarded the emergency security grant. No reason was given at this time.

State of RI Legislative Grant – The Authority has received word that it has been awarded a \$1,000.00 grant thanks to the State Rep. Gus Silva. These funds will be used to assist the Poster Contest costs.

Section 8:

The Executive Director, Sullivan continues to monitor the budget as it relates to Sequestration, administrative and HAP fees. The Authority continues to be in sound financial state and expects that the funding cuts will not hamper the program at this time.

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Public Housing:

Unit Turnover – Unit turn over average from 6-1-2013 to date remains as follows:

Forand Manor – 8 days

Wilfrid Manor - 12 days.

Smoking – Management continues to monitor those individual that are smoking in their units. Currently there are two tenants in the eviction process.

Infestation – There are currently no reports of infestation within the units. Common areas outside of the building have been treated for

rats.

Executive Director, Sullivan stated that the HA has met with the FEMA representative and was advised that the Authority is eligible for up to 75% of its employee overtime costs due to the storms during the winter, all appropriate paperwork has been submitted for final approval.

Resident Services:

The RSC continues with trainings, meetings and gatherings/events representing the CFHA. The RSC has health & wellness and education speakers are consistent including blood pressure screenings monthly at both buildings, a “weight watchers” group weekly at Forand and a URI SNAP nutrition class weekly (six week program) along with the weight watchers group.

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion

was made by Commissioner DeGamma-Therriault to accept the Executive Summary, seconded by Commissioner Charette and passed by all present.

Consent Agenda

Executive Director, Sullivan provided an update of upcoming and ongoing projects at both manors.

Wilfrid Manor

Circulator Pump Replacement project is in process. The pumps are on site and ready for installation. This project has been contracted for \$68,000.

A RFP is up for review and approval for replacement of the Heat Boilers/Hot Water Boilers, and Flooring and painting of the common area hallways at Wilfrid Manor, bidding closed May 15th .

Forand Manor/Annex

A RFP is up for review and approval for replacement of the Heat Boilers/Hot Water Boilers, and Flooring and painting of the common

area hallways at Forand Manor, bidding closed May 15th.

After much 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 to approve. Commissioner Castillo made a motion to accept the consent agenda, seconded by Commissioner Charette and passed by all.

.Resolution #1028 – Community Room Use Policy:

Resolution NO# 1028 - Community Room Use Policy

The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.

After much discussion regarding the Community Room Use Policy, Commissioner Charette, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner DaGamma-Therriault. Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Julio Castillo, Commissioner

Gladys Burns, Vice Chairperson

Paul Charette, Commissioner

The CHAIRMAN thereupon declared said motion carried and said resolutions adopted.

Resolution #1029 – Public Housing 5 Year & Annual Plan

Resolution NO# 1029 - Public Housing 5 Year & Annual Plan

The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.

After much discussion regarding the Public Housing 5 Year & Annual Plan, Commissioner Castillo, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner Charette. Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Julio Castillo, Commissioner

Gladys Burns, Vice Chairperson

Paul Charette, Commissioner

The CHAIRMAN thereupon declared said motion carried and said resolutions adopted.

CFHA Audit/Financial Statement 9/30/12 & 2011

Executive Director Sullivan provided the BOC a copy of the annual audit completed by Hurley, O'Neill and Company, there were no findings noted.

Executive Session – Potential Litigation

Chairman Flynn asked for a motion to enter into executive session at 5:55pm to discuss possible litigation. Motion made by Commissioner Charette to enter into executive session, the motion was seconded by Commissioner DaGamma-Therriault.

Chairman Flynn asked for a motion to exit the executive session, and to close and seal the minutes of the executive session at 6:15pm. Motion made by Commissioner Castillo to exit out of executive session, close and seal the minutes of the session, the motion was seconded by commissioner Charette.

Chairman Flynn asked for a motion to enter into regular session at 6:15pm. A motion was made by Commissioner Charette to enter into regular session; the motion was seconded by Commissioner Castillo.

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Charette and seconded by Commissioner Castillo to adjourn the meeting at 6:16pm. The motion was carried by all.