

**October 30, 2013**

**The Board of Commissioners held its regular meeting October 30, 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 September 18, 2013**
- 4. Executive Summary**
- 5. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 6. Laundry Services – Tenant Association Utilities/Maintenance Fees**
- 7. RFP/Bid Review and possible Approval – Balconies Forand Manor**
- 8. RFP/Bid Review and Possible Approval – IT/MIS Services**
- 9. Resolution – HCV Payment Standards – Review and Possible Approval**
- 10. Security - Personnel**
- 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:**

## **Potential litigation**

### **12. Adjournment**

**The meeting was called to order at 5:45pm by Chairman, Cornelius Flynn.**

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

#### **Present**

#### **Absent**

**Cornelius Flynn, Chairman**

**Gladys Burns, Vice Chairperson**

**Julio Castillo, Commissioner**

**Lucia DaGamma-Therriault, Commissioner**

**Paul Charette, Commissioner**

**Tina Sullivan, Executive Director**

#### **Others in attendance**

**Viana DeCastro, Section 8 Manager**

## **Approval of Minutes:**

**Chairman Flynn asked if there were any questions or concerns regarding the minutes of 9/18/2013.**

**There being no questions or concerns a motion was made by Vice Chairperson Burns to approve the meeting minutes of 9/18/2013, the motion was seconded by Commissioner DaGamma-Therriault and carried by all present.**

**The Executive Director asked the Chairman, Flynn if approval an amendment to the agenda moving item #9 to #4. Chairman Flynn approved and asked if the board if they had any questions or concerns. There being no concerns a motion was made by Commissioner Charette, seconded by Commissioner DaGamma-Therriault and passed by all present.**

**Resolution – HCV Payment Standards – Review and Possible Approval**

**Resolution # 1034-Section 8 Fair Market Rents**

**The Executive Director brought the Section 8 Fair Market Rents to the board for their review and approval. Viana DeCastro, Section 8 Manager, explained the FMRs as listed below:**

**CURRENT SITUATION AND ITS EFFECTS**

**Under the Section 8 Housing Choice Voucher Program, Payment Standards establish the maximum rental subsidy permitted for participants in the program. Payment Standards are between 90% and 110% of the Fair Market Rents (FMRs) published by the U.S. Department of Housing and Urban Development (HUD).**

**The following compares the new proposed HUD published FMRs for 2014, the proposed 2014 Payment Standards for the Section 8 Housing Choice Voucher program, and current Payment Standards in effect since January 1st 2013;**

<b>Bedroom Size</b>	<b>2014 Final FMR</b>	<b>Percentage Proposed</b>	<b>2014 Payment Standard</b>	<b>2013 Payment Standard</b>
0 BR	\$ 663	100%	\$ 663	\$ 695
1 BR	748	100%	748	790
2 BR	913	101%	922	930
3 BR	1,137	99%	1,126	1,158
4 BR	1,361	99%	1,344	1,386

### **RATIONALE FOR RECOMMENDATION**

**The proposed Payment Standards percentages are reflective of the current rental market in the Central Falls area.**

After reviewing the Resolution before the Board Commissioner Charette, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner DaGama-Therriault. Upon roll call the "Ayes" and "Nays" were as follows:

**Ayes**

**Nays**

**Cornelius Flynn, Chairman**

**Gladys Burns, Vice Chairperson**

**Julio Castillo, Commissioner**

**Lucia DaGamma-Therriault, Commissioner**

**Paul Charette, Commissioner**

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

**Executive Summary**

Chairman Flynn asked the Executive Director to review her report. The Executive Director explained the contract with Source One pertaining to utilities and how all Authorities in Rhode Island worked

**together to save HUD a million dollars in utilities.**

**She also advised the Board of the new DEA Grant that became available.**

**Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary report. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner Charette to accept the Executive Summary. The motion was seconded by Commissioner Da-Gamma Therriault and passed by all.**

### **Consent Agenda**

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

**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. Commissioner Charette made a motion to accept the Executive Summary. Seconded by Commissioner Da-Gamma Therriault and passed by all.**

### **Laundry Services – Tenant Association Utilities/Maintenance Fees**

**Chairman Flynn asked all members if they reviewed the report**

**pertaining to laundry services. The Executive Director explained that the Central Falls Housing Authority has reviewed the funds received by the Tenants Association as it relates to laundry services. Below, please find the breakdown by development:**

**DEVELOPMENT QUARTERLY ANNUALLY**

**Wilfrid Manor \$2037.02 \$8148.08**

**Forand Manor \$3155.89 \$12623.56**

**\*average commission based on 2 years data**

**The CFHA is responsible to provide general maintenance to the laundry facilities as well as all costs related to utilities. The CFHA is has been looking at ways to generate funds to assist with the funds being cut by the government.**

**After much discussion the board directed the Executive Director to review the current contracts for the laundry services and explore other options that may be available to the Authority as well as for the Associations.**

**RFP/Bid Review and possible Approval – Balconies Forand Manor**

**The Executive Director explained to the Board that the Authority went out to bid for repairs to be done on the balconies at Forand Manor as was discussed in prior meetings. There were two bids received as follows:**

## **BIDDER COST OF PROJECT**

**R&D Preservation Co \$37,000.00**

**Bay State Restoration \$49,799.00**

**Based on past experience with the authority and being the lowest qualified bidder, the Executive Director and the Authority's architect recommends the Board approve R&D Preservation. There being no questions or concerns Commissioner DaGamma-Therriault made a motion to approve the bid award for R & D Preservation. This motion was seconded by Commissioner Charette and passed by all.**

## **RFP/Bid Review and Possible Approval – IT/MIS Services**

**The Executive Director explained to the Board that the Authority went out to bid IT/MIS services. There were two bids received as follows:**

## **BIDDER COST OF PROJECT**

**Gobin Technologies \$1,500.00 per month, unlimited hours or \$75.00 per hour**

**City State Computer Services \$2,500 per month, up to 10 hours a week or \$45.0 off site/\$55.00 on site per hour**

**Based on past experience with the authority most qualified bidder, the Executive Director recommends the Board approve Gobin Technologies. Also noting that the Authority did receive an unfavorable review for City State Computer Services.**

**There being no questions or concerns Commissioner Castillo made a motion to approve the bid award for Gobin Technologies. This motion is to approve the Authority to contract with this company at \$75.00 per hour and review the cost after one year to see which cost of service is more favorable to the Authority, hourly or monthly. This motion was seconded by Commissioner Charette and passed by all.**

## **Security - Personnel**

**Over the past year the Authority staff have notice an increase in threats to staff and tenants. Because of the most recent threat to staff the Executive Director decided to re-look at the current security measures in place. The Executive Director met with local Security Personnel to go over current measures. After reviewing the currently security it was decided that the following security measures will take place:**

- Install door near Executive Offices. This door will have an entrance buzzer as well as a camera to see who is at the door.**
- Lock all office doors at main entrance. Entrance buzzer installed on interior door.**
- Provide camera access to Manager and clerk so they can see who is on outside of their door.**

**May move resident services office, but still reviewing the logistics of this move.**

## **Executive Session – Potential Litigation**

**No session at this time.**

**There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Castillo and seconded by Vice Chairperson Burns to adjourn the meeting at 6:25 pm. The motion was carried by all.**