

July 23, 2014

The Board of Commissioners held its Regular Meeting on Wednesday, July 23, 2014, in the Wilfrid Manor Community Room – at 4:30pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Resident/Community Concerns or Comments

4. Approval of Minutes of Previous Meeting of May 21,2014

5. Bid Review and Possible Approval

- **Kitchen/Cabinet Upgrade – Forand Manor Annex**

- **Pest Control – Contract Extension Discussion and Possible Approval**

6. Executive Summary

- **Grant Funding Update**

- **Pest Control**

- **Modernization and Funding Obligation Updates – CFP**

- **Upcoming Conferences - NAHRO/NERC/PHADA**

- **PHAS – High Performer**

7. Consent Agenda – Department Reports

- **Financial Management**

- **Health Insurance Premium Update and Discussion**

- **Housing Management**

- **Leased Housing**

- **Facilities Management/Modernization**

- **Resident Services**

8. Position of Resident Services – Discussion

9. Financial Statements – Fiscal Year Ending 9/30/2013 and 2012

10. Section 8 Wait List – Discussion of List Opening Date and Possible Changes to Administrative Plan to accommodate opening

11. Executive Session to discuss:

- **Potential Litigation**

12. Adjournment

The meeting was called to order at 4:35pm by Chairperson Flynn.

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

Present

Absent

Cornelius Flynn, Chairperson

Gladys Burns, Commissioner

Paul Charette, Vice Chairman

Lucia DeGamma, Therriault, Commissioner

Jackeline Parra, Commissioner

Others in attendance

Raymond Marcaccio, Attorney at Law

Tina Sullivan, Executive Director

Paula Llera-Delgado, Executive Administrative Assistant

Sue Levasseur, PH Manager

James Castellucci, Architect

Public Comment or Concern: None at this time

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of 5/21/2014. There being no questions or concerns, a motion was made by Commissioner Burns to approve the 5/21/2014, the motion was seconded by Vice Chairman Charette and carried by all present.

Bid Review and Possible Approval: 54 Kitchen/Cabinet upgrades-Forand Manor/Annex - Including Cabinets/Countertops/Range Hoods/Sinks and Faucets, Installation of Under-cabinet Lighting and Painting of Kitchen Area.

Executive Director, Sullivan provided bidder information of the (4) four contractors that placed bids on the project in the board packet for the BOC, which also was reviewed by the bid review committee during bid opening. The committee consisted of Tina-Marie Sullivan, Executive Director; William Aunchman, Maintenance Supervisor; Bridgett Duquette, Finance Manager: James Castelluci, Architect

BIDDER COST OF PROJECT

Gibraltar Construction \$367,000

JJ Cardosi \$344,700

Freeport Construction \$384,777

Wonderwall Construction \$525,000

It is the recommendation of the committee that the bid be awarded to J.J. Cardosi based the recommendation of the Architect, the bid cost, and the contractor's previous working relationships with RI Housing Authorities and the local availability of the contractor.

Chairman Flynn asked if there were any questions concerning the bid review, and approval. There being no questions a motion was made by Commissioner Parra to approval the contract and award it to JJ Cardosi, seconded by Commissioner DaGamma-Therriault and passed by all present.

Pest Control-Contract: Pest Control-Contract Extension, Discussion

and Possible Approval

Executive Director Sullivan explained that the Pest Control contract is expiring. It is her recommendation that the BOC extend the current contract for 2 additional years. Chairman Flynn asked if there were any questions or concerns remaining with A&D Pest Control, and extending their contract for 2 additional years. There being no further questions a motion was made by Vice Chairman Charette, seconded by Commissioner DeGamma – Therriault, and passed by all present.

Executive Summary

Executive Director, Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, Modernization & Funding, upcoming conferences, and PHAS – High Performer.

Executive Director Sullivan shared a couple of congratulations, the first one being Chairman Flynn he received MVP of Commissioners for NERC/NAHRO Scholarship Fund for holding a Fundraiser, and second to the Housing Authority for receiving a High Performer Score again this year of 97% from HUD.

The Authority applied for CDBG Funds through the City of Central Falls. The Authority applied for social service funding to assist with the salary of the Director of Resident Services.

Outstanding grants that have been applied for are the Healthy Heart Grant, which will provide health clinics to the resident of Central Falls as a partnership with the City, CDBG Funds through the City of Central Falls, Social Service Funding.

Executive Director Sullivan explained that a company has been hired to review and re-write our ACOP (Admissions and Occupancy Policy) so that it is up to date with state and federal laws and according to HUD policies and procedures. A rough draft is due to the Authority by 9/14. The policy will be posted for 30 days, and then a final copy will be submitted to the BOC for review and approval. Estimated date of approval is October or November.

Executive Director explained some updates with both buildings:

Wilfrid Manor:

The replacement of the heat boilers and the hot water boilers were installed.

The installation of Tub Surrounds in all units and showers to handicap units went well, and the residents are pleased.

Forand Manor/Annex

Repairs to all leaks in the domestic hot water boiler room have been sealed and fixed.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Commissioner Burns made a motion to accept the consent agenda, seconded by Vice Chairman Charette and passed by all.

Consent Agenda

Executive Director, Sullivan provided updated departments reports which consisted of Financial Management, Housing Management, Leased Housing, Facilities Management/Modernization, and Resident Services. Executive Director Sullivan stated that all departments are running smoothly.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve Commissioner Burns made a motion to accept the consent agenda, seconded by Commissioner DaGamma-Therriault and passed by all.

Position of Resident Services-Discussion

Executive Director Sullivan explained to the BOC that the Resident Service Coordinator will no longer be able to work full time as of 7/21/2014, due to family obligations. The RSC is going to work at the

Authority part time and work on case management issues and concerns only. All activities are going to remain with the Administrative office, and the Executive Director office. The Authority will hire a temp employee to attend events to oversee them as they are needed

Executive Director Sullivan met with Pawtucket Housing Authority (PHA) to discuss the possibility of shared services which could be a potential savings for the CFHA. Combining services, as well as Grant Opportunities.

The first grant that both agencies will apply for together will be the HUD ROSS grant and will be written by the PHA grant writer.

Financial Statements-Fiscal Year Ending 9/30/2013 – 2012

Executive Director Sullivan provided the BOC with complete financial Statements there were no findings during the fiscal year ending 9/30/2013-2012.

Section 8 Wait List – Viana DeCastro, Section 8 Manager explained some of the procedures of the section 8 waitlist opening as well as a couple of options the housing Authority has. One being a lottery as CFHA did in the past, or an online process which would be a cost to the CFHA, and changes would have to be made to the Administrative Plan to accommodate the opening. After much discussion the

Executive Director, Section 8 Manager, and the BOC decided to continue the process as The Authority has done in the past and cap the applications to 1K max, the list will open up in or around September 2014 and will be a lottery process.

Executive Director Sullivan explained to the BOC that Blue Cross & Blue Shield, and also Dental plans are due for renewal by August 2014. Information has been provided to the BOC, and included in the board package for review and possible approval. Executive Director Sullivan made a recommendation to stay with the same plan for the Housing Authority. Chairman Flynn made a recommendation that the board members review the information provided, and make a decision at the next meeting. The BOC tabled the approval until the August meeting.

Executive Session – Potential Litigation

The Board voted to convene in Executive Session pursuant to R.I. General Laws 42-46-5 (a) (5) to discuss potential litigation.

- Open Call to go into Executive Session**
 - o Motion made by: Commissioner Da-Gamma- Therriault**
 - o Second by: Vice Chairman Charette**
 - o Passed by all present**
- Time in: 5:20 pm**

The Board voted to come out of Executive Session and that the meeting minutes and recording be closed in sealed in accordance with RI General Law Section 42-46-4:

- **Motion to come out of Executive Session**

- o **Motion made by: Commissioner, Burns**

- o **Second by: Vice Chairman Charette**

- o **Passed by all present**

- **Time out: 5:45 pm**

- **Time entered into Regular Session: 5:46 pm**

- o **Motion made by: Commissioner, Burns**

- o **Second by: Vice Chairman Charette**

- o **Passed by all present**

Chairman Flynn asked if there were any further business to discuss, there being no further business, questions or concerns to come before the board, a motion was made by Commissioner, Burns and seconded by Commissioner Parra, to adjourn the meeting at 5:47 pm. The motion was carried by all.