

**March 19, 2014**

**The Board of Commissioners held its Regular Meeting on Wednesday, March 19, 2014, in the Forand Manor Conference Room at 5:30pm 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 February 19, 2014**
- 5. Executive Summary**
  - Grant Funding Update**
  - Pest Control**
  - Modernization and Funding Obligation Updates – CFP**
  - National Grid - Rebate**
  - Upcoming Conferences - NAHRO/NERC/PHADA**
  - Annual Review**
- 6. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 7. VFW – Update**
- 8. National Grid Rebate**
- 9. Dress/attire Policy**

**10. Executive Session to discuss:**

- **Personnel Review – Executive Director**
- **Potential Litigation**

**11. Adjournment**

**The meeting was called to order at 5:40pm by Chairperson Flynn.**

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

<b>Present</b>	<b>Absent</b>
<b>Cornelius Flynn, Chairperson</b>	<b>Gladys Burns,</b>
<b>Vice Chairman</b>	
<b>Lucia DeGamma, Therriault, Commissioner</b>	
<b>Paul Charette, Commissioner</b>	
<b>Julio Castillo, Commissioner</b>	

**Others in attendance**

**Tina Sullivan, Executive Director**  
**Paula Llera-Delgado, Executive Administrative Assistant**  
**Atty. Raymond Marcaccio**

**Resident/Community Concerns or Comments:**

**There being no questions or public comment Chairman Flynn moved to the next item on the agenda.**

## **Approval of Minutes:**

**Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting February 19th 2014. There being no questions or concerns, a motion were made by Commissioner Charette to approve 2/19/2014 minutes, the motion was seconded by Commissioner DaGamma-Therriault and carried by all present.**

## **Executive Summary**

**Executive Director Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, Modernization & Funding, National Grid Rebate and all the upcoming conferences/trainings.**

**Public Housing unit turn over on an average is 14.2 days for both buildings this month. There are 2 Bedbugs issues the baiting process began this week.**

**Executive Director Sullivan explained that there continues to be issues in the Forand Manor community room. A meeting was held**

**with all the residents to let them know that bullying, discrimination and or intimidation will not be tolerated. Several individuals have been asked to leave the community room due to their behavior.**

**Resident Services coordinator was successful in getting chair Zumba classes for the residents, the classes are starting next week.**

**Executive Director Sullivan applied for 3 NERC/NAHRO Awards, and they have been accepted. If approved the CFHA and successful in receiving these awards the Executive Director will be notified in April and they will distributed at the New England conference as well as the summer conference.**

**Section 8 has 129 individuals still on the waitlist. The Authority will deplete the list before opening it up to the public.**

**HUD informed Executive Director Sullivan that an increase of 10K will be added to the upcoming fiscal year budget for CFP. The paperwork needs to be BOC approved and submitted by April 9th. The Executive Director is requesting that the Board of Commissioners have a special meeting next week. The BOC agreed to hold a special meeting on April 1st at 6:00pm.**

**Executive Director Sullivan explained that the bids are in for the RFP-Tub Surrounds. She explained that there might be a potential problem with one of the companies that bid. Executive Director**

**Sullivan explained that she will continue process and go with the lowest and the most qualified bidder**

**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 Parra made a motion to accept the consent agenda, seconded by Commissioner DaGamma-Therriault and passed by all.**

### **Consent Agenda**

**Executive Director Sullivan provided updated department reports which consisted of Financial Management, Housing Management, and Leased Housing, Facilities Management/Modernization, and Resident Services. Executive Director Sullivan stated that all departments are running smoothly. Executive Director Sullivan explained as of YTD all expenditures are on target with the budget, and states there are no concerns at this time with the financials of the housing. Executive Director explained that the CD'S for the housing are will be maturing soon, and that the Finance manager is searching which banks offer the best dollar for dollar. The Executive Director will be speaking with the fee accountant about bundling the CD'S or to keep them invested separately.**

**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 Castillo made a motion to accept and approve the consent agenda, seconded by Commissioner Lucia DaGamma-Therriault and passed by all.**

**VFW - Update:**

**Executive Director Sullivan explained that she hasn't heard back on the grant funds from the city as of 3/19/2014. The city is still anticipating on closing on the property by the end of April 2014. The land will remain generating income of \$800.00 monthly, by renting the land to Derole Construction until the end of June.**

**National Grid Rebate:**

**National Grid provided the Housing Authority with a check for \$36,435.00. This check was generated from National Grids Efficiency Incentive Program. The CFHA installed new hot water heaters and new boilers.**

**Dress/Attire Policy:**

**Executive Director explained that the CFHA does not have a Dress Code thought it would be important to have a policy in place. This policy mirrors the City of Central Falls policy, with only one revision pertaining to an employee's religious beliefs.**

**Chairman Flynn asked if there were any comments or concerns regarding the Dress/Attire Policy. There being no questions or concerns 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.**

## **Executive Session**

**The Board voted to convene in Executive Session pursuant to R.I. General Laws 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: Annual Review of the Executive Director.**

### **Potential Litigation**

- Open Call to go into Executive Session**
  - o Motion made by: Commissioner Da-Gamma Therriault**
  - o Second by: Commissioner, Charette**
  - o Passed by all present**
  
- Time in: 5:59 pm – Executive Session**

**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:**

**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, DaGamma-Therriault and seconded by Vice Chairman Charette, to adjourn the meeting at 6:17 pm. The motion was carried by all.**