

**January 21, 2015**

**The Board of Commissioners held its Regular Meeting on Wednesday, January 21, 2015, in the Forand Manor Conference Room at 5:00pm 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 November 19, 2014**

**5. Executive Summary**

- Grant Funding Update**
- Pest Control**
- REAC Inspection**
- Modernization and Funding Obligation Updates – CFP**
- Upcoming Conferences - NAHRO/NERC/PHADA**
- Staff Training and Filling of Open Positions**

**6. Consent Agenda – Department Reports**

- Financial Management**
- Housing Management**
- Leased Housing**
- Maintenance / Modernization update**

**7. Resolutions:**

- Conflict of Interest/Possible Conflict Policy and Form for Review and Possible Approval**
- Amendment to the Personnel Policy/Drug Free Work Place-New**

**Hires**

**8. 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:

**Personnel Concerns**

**9. Adjournment**

**Meeting Called to Order**

The meeting was called to order at 5:10pm by Chairperson Flynn.

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

**Present**

**Absent**

**Paul Charette, Vice Chairman**

**Lucia**

**DeGamma, Therriault, Commissioner**

**Cornelius Flynn, Chairperson**

**Gladys Burns, Commissioner**

**Jackeline Parra, Commissioner**

**Others in attendance**

**Attorney Raymond Marcaccio**

**Tina Sullivan, Executive Director**

**Paula Llera-Delgado, Executive Administrative Assistant**

**Bill Aunchman, Maintenance Manger**

**Sr. Lorraine, Forand/Annex Manor Resident**

**Sr. Beatrice, Forand/Annex Manor Resident**

**Dennis Constantineau, Wilfrid Resident**

**Rachel A. Wilkinson, LRI Participant**

**Kelsey Arpin, LRI Participant**

**Public Comment or Concern:**

**Wilfrid Manor resident Dennis Constantineau congratulated the CFHA for receiving a 99% from the HUD REAC Inspection, and also stated that the maintenance employees work very hard at Wilfrid Manor. There being no further 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 November 19th 2014. There being no questions or concerns, a motion were made by Commissioner Burns to approve 11/19/2014 minutes, the motion was seconded by Vice Chairman Charette and carried by all present.**

**Executive Summary**

**Executive Director Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, SEMAP Modernization & Funding, and all the upcoming conference.**

**Executive Director Sullivan explained that the maintenance worked diligently to prepare the building's interior and exterior for the successful REAC Inspections. HUD REAC Inspection was completed, and the scores for each building were very good - Forand manor 87 standard to high score Wilfrid 99 high.**

**Public Housing unit turn over on an average is 15 days for both buildings. No new pest control problems at this time, past effected units are still being treated for minor concerns.**

**The Executive Director, Sullivan explained some new programs, and ideas that are in store for the housing authority providing new services, and programs to the residents such as different activities, health programs, medical assistance as well as some case managements services, as well as generating additional funds by renting office space out.**

**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. 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.**

**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, Vice Chairman Charette made a motion to accept and approve the consent agenda, seconded by Commissioner Burns and passed by all.**

## **Resolution – Conflict of Interest Policy**

### **Resolution NO# 1043**

#### **Conflict of Interest Policy**

**Executive Director Sullivan explained the purpose of implementing this policy, and the protection for the employees and the Housing Authority. This policy would prevent a situation in which an employee or the CFHA is involved in multiple interests (financial, emotional, or**

otherwise), one of which could possibly corrupt the motivation of the individual or the HA. These situations can be discovered and voluntarily defused before any corruption occurs with such said policy in place.

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

<b>Ayes</b>	<b>Nays</b>
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<b>Cornelius Flynn, Chairman</b>	
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<b>Paul Charette, Vice Chairman</b>	
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<b>Jackeline Parra, Commissioner</b>	
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<b>Gladys Burns, Commissioner</b>	
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The CHAIRMAN thereupon declared said motion carried and said resolution adopted.

**Resolution – Amendment to the Personnel Policy – Drug Free Work Place**

**Resolution # 1044**

**Amendment to Personnel Policy**

The Executive Director explained the importance of having a work

**force free from the use and effects of illegal drugs and abuse of alcohol during work hours. Executive Sullivan expressed to the BOC that there are no existing issues at this time. This policy allows for drug testing for new hires as well as employees.**

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

<b>Ayes</b>	<b>Nays</b>
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<b>Cornelius Flynn, Chairman</b>	
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<b>Paul Charette, Vice Chairman</b>	
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<b>Jackeline Parra, Commissioner</b>	
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<b>Gladys Burns, Commissioner</b>	
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**Executive Session – None**

**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 Parra and seconded by Commissioner Burns, to adjourn the meeting at 5:45 pm. The motion was carried by all.**