

June 18, 2015

The Board of Commissioners held its Regular Meeting on Thursday, June 18th, 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 March 25th,2015 April 22nd,2015

5. Executive Summary

- Grant Funding Update**
- Pest Control**
- Tree Trimming**
- Modernization and Funding Obligation Updates – CFP**
- Upcoming Conferences - NAHRO/NERC/PHADA**

6. Consent Agenda – Department Reports

- Financial Management**
- Housing Management**
- Leased Housing**
- Facilities Management/Modernization**

7. Request for Proposal – Review and Approval

- Architect**

8. Resolution – Review and Approval

- Annual/5 Year Plan**

- **Section 8 Administrative Plan**

9. Policy Review and Approval

- **Credit Card Usage**

- **Capitalization Policy**

10. Kickball Tournament

11. Discussion – Liability Community Room Kitchen Use

12. Discussion - Resident Services Funding

13. Adjournment

The meeting was called to order at 5:00pm by Chairperson Flynn.

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

Present

Cornelius Flynn, Chairperson

Lucia DeGamma, Therriault, Commissioner

Paul Charette, Vice Chairman

Jackeline Parra, Commissioner

Gladys Burns, Commissioner

Absent

Others in attendance

Tina Sullivan, Executive Director

Dennis Constantineau, Wilfrid Resident

Lin Collette-Forand Manor Tenant

Steve Gobin-IT Tech for the Housing Authority

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: March 25th 2015 & April 22nd, 2015

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting March 25th & April 22nd 2015. There being no questions or concerns, a motion were made by Vice Chairman, Charette to approve both meeting 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, and all the upcoming conferences/trainings.

Executive Director Sullivan started off the meeting by expressing what a great staff she has and commends all for their hard work especially over the past few months.

Public Housing unit turn over on an average is 13.3 days for both buildings. There has been no reported infestation this month, a continuation of a weekly inspection from A&D.

The Resident Service Coordinator has adapted to her new position and is working very hard on maintaining and creating new partnerships.

Section 8 Department has been working on issuing vouchers in order to maintain a 98% or above lease up rate. Upcoming in the section 8 department has been working with the other RI Directors to develop a state wide waitlist.

Grant Funding: Family Self-Sufficiency received a 1K grant, and the Tenant Association also received a grant.

Maintenance & Modernization:

Executive Director Sullivan mentioned that the security camera installation is 99% completed.

Kitchen upgrades to all units including cabinets/countertops/range hoods/lighting etc. has been completed.

Upcoming:

Building Envelope project- to include washing/painting and sealing of the building.

The CFHA is communicating with National Grid to replace the roof exhaust fans under a grant provided by National Grid, CFHA is working on obtaining quotes. CFHA also inquired about thermostat and indoor lighting programs.

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. Vice Chairman Charette made a motion to accept the consent agenda, seconded by Commissioner Parra 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 that during CFHA annual audit the Section 8 department was the only department that had a finding, and it was addressed immediately.

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

Bid Review and Approval – Architect:

Executive Director, Sullivan provided information to the BOC that was provided to her from the bid review committee, which consisted of Executive Director, Bill Aunchman, Maintenance Supervisor, Bridgett Duquette, finance Manager. The committee recommends White Starck as the A & E. The decision was based on Fees, experience with the CFHA and other housing authorities, and the expertise in the field.

Executive Director, Sullivan and the review committee suggested to the BOC that they go with the committee recommendation.

BIDDER COST OF PROJECT

Edward Rowse Architects Provided in the board Pkg

Resource Controls Provided in the board Pkg

Architectura Provided in the board Pkg

White Starck Architects Provided in the board Pkg

After discussion, Chairman Flynn asked if there were any further question regarding the bid. There being no additional questions Chairman Flynn asked for a motion to accept and approve the Bid for the Architect (A&E Services) Vice Chairman Charette made a motion to approve the contract, and award to White Starck Architects. Seconded by Commissioner Da-Gamma-Therriault and passed by all.

Annual/5 Year Plan –Resolution 1046

After much discussion regarding the PHA 5 YEAR/ ANNUAL PLAN, Jackeline Parra, Commissioner 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:

Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DeGamma-Therriault, Commissioner

Paul Charette, Vice Chairman

Jackeline Parra, Commissioner

Gladys Burns, Commissioner

Section 8 Administrative Plan-BCI Finger Prints-Resolution 1047

After much discussion and review regarding the Section 8 Administrative Plan-BCI Finger Prints Chairman Flynn asked if there were any questions regarding the adoption of the said resolution, there being none Vice Chairman 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

Paul Charette, Vice Chairman

Gladys Burns, Commissioner

Jackeline Parra, Commissioner

Lucia DaGamma-Therriault, Commissioner

Credit Card Usage Policy - Review and Approval:

Executive Director Sullivan explained the proposed Credit Card Policy: This policy will facilitate purchases necessary for Central Falls Housing Authority (CFHA) operation, lodging and travel for

approved CFHA functions, and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner.

Chairman Flynn asked if there were any comments or concerns regarding the credit card policy. 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 Vice Chairman Charette and passed by all.

Capitalization Policy – Review and Approval:

Executive Director Sullivan explained the proposed capitalization policy. The purpose of the proposed policy is to determine, distinguish and record materials, non-expendable equipment and/or personal property purchased or acquired in connection with the development, management, and maintenance of public housing developments owned or operated by the Authority.

Chairman Flynn asked if there were any comments or concerns regarding the capitalization policy. 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.

Kickball:

Executive Director Sullivan mentioned the 2nd Annual Kickball fundraising event for the FSS youth summer employment program was a success, and expressed much thanks to the local businesses that donated, Teams, Team sponsors, vendors and all the volunteers.

Discussions:

Liability Community Room Kitchen Use:

Executive Director Sullivan explained that a letter was provided to the Forand Manor Association on May 26th outlining the concerns of the Associations use in the kitchen as well as the notification that they need to purchase insurance in order to use the kitchen, and to ensure that all individuals are covered in case of an emergency.

Resident Services Funding:

Executive Director provided the BOC with an update regarding funding, and is still waiting on Pawtucket Housing as planned in partnering up with them regarding Resident Services.

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, Burn and seconded by Commissioner DaGamma-Therriault to adjourn the meeting at 6:30 pm. The motion was carried by all.