

September 22, 2015

The Board of Commissioners held its Regular Meeting on Tuesday, September 22nd, 2015 in the Forand Manor Conference Room at 4:00pm 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 August 19th, 2015

5. Executive Summary

- Grant Funding Update**

- Pest Control**

- Modernization and Funding Obligation Updates – CFP**

- Upcoming Conferences - NAHRO/NERC/PHADA**

6. Consent Agenda – Department Reports

- Financial Management**

- Housing Management**

- Leased Housing**

- Resident Services**

- Maintenance**

7. NERC/NAHRO Annual Golf Tournament Rescheduled to 10/5/15

8. Resolution - Housing Choice Voucher Administrative Plan Changes for Review and Possible Approval – Centralized Waitlist

9. Promise Zone Application-Discussion

10. Public Housing – Discussion and Possible Approval of Financial

Write-off's

11. Discussion –Community Room Kitchen Use

12. Executive Session: The Board may vote to meet in executive session pursuant to 42-46-5 (a)(2) of the General Laws of the state of Rhode Island to discuss the following litigation pending in the Sixth Division District Court: Central Falls Housing Authority v. Norma Gano, 6CA-2015-05538; Central Falls Housing Authority v. Robert Brule, 6CA-2015-05537

13. Personnel Policy Discussion and Possible Approval of changes

14. Budget-Discussion and Possible Approval

15. Adjournment

The meeting was called to order at 4:08pm by Chairperson Flynn.

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

Present

Cornelius Flynn, Chairperson

Paul Charette, Vice Chairman

Commissioner

Jackeline Parra, Commissioner

Lucia DeGamma, Therriault, Commissioner –Present 4:40pm

Absent

Gladys Burns,

Others in attendance

Raymond Marcaccio, Attorney

Tina Sullivan, Executive Director

Paula Llera-Delgado-Administrative Assistant

Dan Robillard, Fee Accountant

Blanche Chartier-Wilfrid Manor Tenant/Tenant Association- President

Mary Ross- Wilfrid Manor Tenant

Diane Gardner-Wilfrid Manor Tenant

Resident/Community Concerns or Comments:

Blanche Chartier had a couple of concerns with residents, and asked for a recommendation from the BOC how other residents including her on how to handle unstable residents. Executive Director explained that the housing authority doesn't have the right to discriminate against young disabled, and or elderly residents the both high-rises are a mixed population of age, color, and race. Executive Director along with the BOC recommended that if you feel unsafe at any point please call the police. Blanche also asked when the quarterly laundry check will be processed; Executive Director Sullivan stated that you should be receiving your quarterly funds this week. There being no questions or public comment Chairman Flynn moved to the next item on the agenda.

Approval of Minutes: August 19th, 2015

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting

August 19th, 2015. There being no questions or concerns, a motion was made by Vice Chairman Charette to approve the meeting minutes, the motion was seconded by Commissioner Parra 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.

There is one public housing infestation reported this month. Weekly inspections by A&D are ongoing.

Executive Director explained at the last meeting that HUD requires Community Service to be completed by all non-exempt tenants, and must be tracked, and certified. CFHA has 17 residents that must comply with the HUD guideline. The reporting was submitted to HUD for review.

Section 8 staff continue to issue vouchers in order to maintain a 97% or above lease up rate.

Executive Director, Sullivan explained that the Authority has not heard from HUD concerning the Audit findings and that the Board will be updated upon receiving a response.

The CFHA submitted the ROSS (Resident Opportunity Self Sufficiency) Grant with the assistance of Sokoloff Associates.

Modernization update: A physical needs assessment is required every 10 years per HUD guidelines. The CFHA is due this fiscal year. Parking lot/curbing repairs is in need, and the building envelope project to include washing/painting and sealing of the building, along with a physical needs assessment needs to be completed.

Executive Director Sullivan expressed what a great job staff has done and commends all for their hard work especially over the past few months.

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 Executive Summary, seconded by Commissioner Parra and passed by all.

Consent Agenda

Executive Director Sullivan provided updated department reports which consisted of Financial Management, Housing Management, Leased Housing, and Maintenance & Modernization. Executive Director Sullivan stated that all departments are running smoothly.

Dan has been here 3 times this month for all the year-end deadlines that must be met, he stated that YTD 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 Vice Chairman Charette and passed by all.

Resolution-1049 HCV Centralized Waitlist Discussion & Possible Approval:

Executive Director Sullivan explained the proposed change to the Section 8 HCV program. The CFHA would like to change the process of the section 8 waiting list from doing things solely as an organization and switching to a Centralized wait list with all the other RI Housing Authorities on board minus Westerly Housing. This change is based on HUD partnering in a statewide waitlist-minus

westerly HA. There will be one person to monitor the waitlist, as it will cut down on several costs. Residents of the city will be able to complete the application online directly in the database. Mass. Has implemented this process for the past 10-12 years. RI Directors met with HUD regarding the list, and Mass will take on the responsibility for the Rhode Island Territory. Executive Director explained that she has to iron funding issues with the mayor in CF.

After much discussion and review regarding the Section 8 HCV Admin. Plan-Centralized Waitlist Chairman Flynn asked if there were any questions regarding the adoption of the said resolution, there being none Commissioner Parra, 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:

Ayes

Nays

Cornelius Flynn, Chairman

Jackeline Parra, Commissioner

Lucia DaGamma-Therriault, Commissioner

Paul Charette, Vice Chairman

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

Resolution- 1050 PH Financial Write-offs Discussion & Possible

Approval:

After much discussion regarding the Public Housing Write – Offs from FY-2012, 2013, 2014, and 2015 which still remained on the books totally \$2,819.00, 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

Lucia DaGamma-Therriault, Commissioner

Jackeline Parra, Commissioner

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

**Resolution-1051 Operating Budget 10/01/15 – 9/30/16 Fiscal Year
Discussion & Possible Approval:**

Dan Robillard, Fee Accountant, came before the board to present the budget for FY 10/1/15-09/30/16, and he also spoke about the amount of reserves in conjunction to the modernization projects to the

housing, and stated that monies should be spent within the next fiscal year before it being absorbed by HUD. After much discussion the board Chairman, Flynn asked if there were any additional questions regarding the budget. There being no additional questions for the fee accountant chairman, Flynn asked for a motion to approve the budget for FY 10/1/2015 – 9/30/2016. A motion was made by Commissioner Parra, and seconded by Vice Chairman Charette and carried by all present.

Ayes Nays

Cornelius Flynn, Chairman

Paul Charette, Vice Chairman

Lucia DaGamma-Therriault, Commissioner

Jackeline Parra, Commissioner

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

Executive Director Sullivan explained that the Promise Zone Grant is available again this year. The Executive Director felt it would be in the best interest of the Authority to partner with the City again, but have the City be the lead agency, and apply for the grant, based on last years' experience. The Executive Director and the FSS Coordinator

Alberto DeBurgo met with the city officials, and is moving forward with the application process. This grant is due at the end of November.

Discussion-Community Room (Kitchen Use):

Executive Director Sullivan explained that the association has received insurance through Blaise Insurance for the use of the kitchen.

Executive Session:

The Board voted to convene in Executive Session pursuant to R.I. General Laws 42-46-5 (a) (2) to discuss the following litigation pending in the Sixth Division District Court: Central Falls Housing Authority v. Norma Gano, 6CA-2015-05538; Central Falls Housing Authority v. Robert Brule, 6CA-2015-05537

- Open Call to go into Executive Session**
 - o Motion made by: Commissioner Parra**
 - o Second by: Commissioner DaGamma-Therriault**
 - o Passed by all present**
- Time in: 4:50 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 Parra**
 - o **Second by: Vice Chairman Charette**
 - o **Passed by all present**
- **Time out: 5:05 pm**

- **Time entered into Regular Session: 5:05 pm**
 - o **Motion made by: Vice Chairman Charette**
 - o **Second by: Commissioner Parra**
 - o **Passed by all present**

Personnel Policy Discussion and Possible Approval of changes

Executive Director along with the fee accountant explained a few

proposed changes to the current personnel policy starting with an increase of 1.5% to the employee co-pay for health insurance, the health insurance buyout increase from 5K to 8K for employees that opt out of housing authority insurance plan, an increase of 2 additional sick days per year up to 3 years-must keep at least 10 sick days on the books when buying out at 3yrs. After much discussion Chairman Flynn asked for a motion to approve and amend all those changes to the personnel policy. A motion was made by Commissioner Parra to approve all the changes to the policy, and seconded by Vice Chairman Charette and carried 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 Vice Chairman, Charette and seconded by Commissioner DaGamma-Therriault, to adjourn the meeting at 6:03 pm. The motion was carried by all.