

May 18, 2016

The Board of Commissioners held its Regular Meeting on Wednesday, May 18th, 2016 in the Forand Manor Conference Room at 5:30pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. The Board may discuss its previous vote, taken at its April 20, 2016 meeting, to award a contract to Thompson Waterproofing, Inc. for repairs to the exterior building envelope at Forand Manor and the Forand Manor Annex and a related bid protest submitted by Freeport General Contracting, Inc.

4. The Board may vote again upon the award of a contract for work to be performed on the Exterior Building Envelope Repairs at Forand Manor, RI 4-2 and Forand Manor Annex, RI 4-4, including waterproofing, sealant, masonry, painting and resurfacing of balconies as set forth in the Central Falls Housing Authority's bid.

5. Approval of Minutes for Previous Meetings of March 16, 2016 & April 20, 2016

6. Executive Summary

- **Finance – HUD Recapture of Funding Reserves**
- **Grant Funding Update**
- **Pest Control**
- **Department Review – Upcoming/Ongoing Activity**
- **Upcoming Conferences - NAHRO/NERC/PHADA**
- **Staff Training**

7. Consent Agenda – Department Reports

- **Financial Management**
- **Housing Management**
- **Leased Housing**
- **Resident Services**
- **Maintenance**

8. Community/Residents Comments & Questions

9. Resolution – Review and Possible Approval of the Following Updated Policies

- **Authority Anti-Fraud Policy**
- **Admissions and Occupancy Policy**
- **Public Housing Lease**
- **Public Housing Applicant Preferences**
- **Pet Policy**
- **Parking and Bicycles on the Property Policy**
- **Pest Control**

10. Resolution – Housing Choice Voucher Administrative Plan Changes for Review and Possible Approval

11. Resolution – CFHA Annual Plan/5 Year Plan and Capital Fund Program for Discussion and Possible Approval

12. Executive Session: The Board may vote to convene an executive session, pursuant to R.I. Gen. Laws § 42-46-5 (a)(1) to discuss a personnel matter relating to its Executive Director.

13. Executive Session: The Board may vote to convene an executive session, pursuant to R.I. Gen. Laws § 42-46-5(a)(2) to discuss potential litigation against the Housing Authority.

14. Adjournment

The meeting was called to order at 5:33pm by Chairman Flynn.

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

Present

Cornelius Flynn, Chairman

Paul Charette, Vice Chairman

Absent

Gladys Burns, Commissioner

Lucia DeGamma-Therriault, Commissioner

Jackeline Parra, Commissioner

Others in attendance

Tina Sullivan, Executive Director

Paula Llera-Delgado, Administrative Assistant

Susan Levasseur-Public Housing Manager

Denis Constantineau-Resident Wilfrid Manor

Executive Director Sullivan introduced the representatives from William Starck Architects. The Authority went out to bid for a Sealcoating Project of the Forand Annex. After the bidding process, and the awarding the bid there was a bid protest to the bid that came in from Freeport General Contracting on April 26, 2016 which was the lowest bidder but there paperwork was incomplete. Attorney Marcaccio recommended the Board to repeat the vote pertaining to that bid due to the line item description in the agenda for the meeting of April 20th 2016. He recommended that the line item be specifically identified. That being said the BOC retook the vote.

It is the recommendation of the CFHA's architect and the Executive Director to hire the third lowest qualified bidder Thompson Waterproofing. After much discussion, a motion was made by Vice Chairperson Charette, seconded by Commissioner

DaGamma-Therriault to accept the bid of Thompson Waterproofing based on the facts found with the two lower bidders. This motion was carried by all.

Approval of Minutes: March 16, 2016 & April 20, 2016

Chairman Flynn asked if there were any questions or concerns regarding the March 16 and the April 20 meeting minutes. There being no further questions or concerns, a motion was made by Commissioner DaGamma-Therriault to approve the meeting minutes of March 16, 2016 & April 20, 2016, 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 all departments as well as Grant Funding, Pest Control, Department Reviews, and all the upcoming Conferences/Trainings.

Executive Director Sullivan explained some changes in the future with HUD regarding de-federalizing the Cost Center Reserve Funds and/or putting restrictions on what these reserve funds are used for. The Authority may be looking to use these funds to assist the

affordable housing to pay off its debt for 2-4 School Street. A plan is being developed and will be provided to the Board at the June meeting.

Executive Director stated there is one pest, and one bed bug infestation reported this month, weekly inspections by A&D are ongoing. Unit turnovers YTD are 15.

Executive Director Sullivan explains a few updates that are going on in the section 8 department. The department continues to issue vouchers, and maintain 98% and above of lease rate. The section 8 department still remains understaffed due to employee being out on sick leave. Executive Director Sullivan wanted to thank the employees for working together as a team in helping out in other departments where needed.

Resident Service Coordinator Melanie Andrade has been very busy working on her goals & objectives, as well as meeting regularly with residents/clients assisting them in completing applications for services.

The residents continue to participate in the Pawtucket YMCA Fitness program on Tuesday and Thursday mornings which includes transportation and free admission.

Executive Director Sullivan explained that she is still working with the

Pawtucket Housing Authority regarding computer training, computer software, which will provide trainings to both housing authorities' employees.

Executive Director Sullivan informed the BOC that the IT Contract has been terminated due to the scope of services provided to the authority.

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 Executive Summary, seconded by Vice Chairman Charette and passed by all.

Consent Agenda

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

YTD expenditures are on target with the budget per the fee accountant, and states there are no concerns at this time with the financials of the housing.

Public Housing updates: Unit turnaround is averaging 15 days and occupancy is going well. Executive Director Sullivan commended Susan Levassuer and her staff for a great job well done with staying on top of the unit turnaround.

Jon Kelly will be going to a HQS Training and certification in Chicago pertaining to PH & Section 8 Inspections, and Mike will be assisting the Housing with some IT issues that occur.

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 DaGamma-Therriault and passed by all.

Community/Residents Comments & Questions: None at this time.

Resolution 1055– Public Housing Updated Policies

Executive Director, Sullivan provided the BOC with a summary of all the PH Policies that have been updated.

- Authority Anti-Fraud Policy**
- Admissions and Occupancy Policy**

- **Public Housing Lease**
- **Public Housing Applicant Preferences**
- **Pet Policy**
- **Parking and Bicycles on the Property Policy**
- **Pest Control**

After much discussion and review of all the updated Public Housing Policies 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 Commissioner DaGamma-Therriault. 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

Resolution 1056– Housing Choice Voucher Administrative Plan Changes

Executive Director, Sullivan provided the BOC with a copy of the current changes to the HCV Administrative Plan. Viana DeCastro, Section 8 Manager briefly explained the changes and asked if there

were any questions that she could answer.

After much discussion and review regarding the Housing Choice Voucher Administrative Plan Changes 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 Commissioner DaGamma-Therriault. 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

Resolution 1057– CFHA Annual Plan/5 Year Plan and Capital Fund Program for Discussion and Possible Approval

Executive Director, Sullivan provided the BOC with the final copy of the Annual/5 Year Plan which must be submitted to HUD.

After much discussion and review regarding the Annual/5year Plan Chairman Flynn asked if there were any questions regarding the adoption of the said resolution, there being none Commissioner DaGamma- Therriault, moved that the foregoing Resolution1057 be

adopted and introduced, which was seconded by Commissioner Parra. 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

Chairman Flynn thereupon declared said motions carried and said 3 resolutions adopted.

Executive Session:

The Board voted to convene an executive session, pursuant to R.I. Gen. Laws § 42-46-5 (a)(2) to discuss a personnel matter relating to its Executive Director.

- Open Call to go into Executive Session**
 - o Motion made by: Vice Chairman Charette**
 - o Second by: Commissioner Parra**
 - o Passed by all present**
- Time in: 6:41 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: 6:43 pm**

- Time entered into Regular Session: 6:43 pm**
 - o Motion made by: Commission Parra**
 - 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 Parra and seconded by Commissioner DaGamma-Therriault to adjourn the meeting at 6:46 pm. The motion was carried by all.