



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONER
ANNUAL MEETING: October 28, 2004**

PHA Conference Room

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Chairman Anton, called the meeting to order at 5:00 p.m.

ROLL CALL

The Executive Director called the roll:

Present

Dr. Thomas J. Anton
Paul Waldman
Theodore Low
Jaime Castillo
Dolores Cascella
Dorothy Waters

Absent

Raymond F. Murphy, Jr. (Excused)
Rita Williams (Excused)
Paul Lewis (Excused)
Balbina Young

Six members were present, constituting a quorum.

RESIDENTS' COMMENTS

There were no resident comments.

APPROVAL OF MINUTES (September 23, 2004)

Chairman Anton called for approval of the September 23rd meeting minutes. Commissioner Low motioned for approval. Commissioner Waters seconded the motion. A vote was taken. Commissioner Waldman abstained from the vote stating he was not at the last meeting. There being no opposition, Chairman Anton declared the minutes approved.

CHAIRMAN'S REPORT

Welcome to PHA Annual Meeting

The Chairman welcomed board members and guests to the Annual Board Meeting, stating that this is an excellent opportunity to reflect on the past years' accomplishments. He stated the Executive Director would be presenting a slide show detailing the highlights of the Annual Report later in the meeting.

Employee of the Quarter(s) Award

Chairman Anton asked the Executive Director to introduce the Employee of the Quarter award recipients. The Executive Director explained that Employees are nominated by their Department Director. He then introduced Mirian Madera as the recipient of the April 2004 Employee of the Quarter Award. Mirian was hired on November 16, 1992 as a Telephone Operator. She was promoted to Clerk Typist in June of 1994 and promoted to her present position as Management Aide in May of 1995. After many years at Carroll Tower, she smoothly transitioned to Dominica Manor where she is personable and helpful to residents who speak very highly of her. She works tirelessly, providing valuable assistance coordinating many elderly high-rise tasks.

The Executive Director then introduced Denise Healey as the recipient of the July 2004 Employee of the Quarter Award. Denise was hired on June 26, 1991 as a Clerk Typist. She was promoted to Facilities Management Aide in May of 1995 and promoted to her present position in January of 1997. Denise handles a caseload of approximately 400 clients, consistently producing neat, accurate and thoroughly documents files. She handles her clients with patience and tact, always following PHA policies and she is usually the first person to volunteer for extra projects.

The Executive Director announced that the October 2004 Employee of the Quarter Award would be jointed awarded to Joseph DeSilva and Kenneth Albro. He stated that Joseph began working for the Housing Authority as an Assistant Electrician in October of 1999 and Kenneth was hired as a Maintenance Aide in January of 2001. These two individuals were nominated jointly for their hard work and dedication to the Housing Authority. Together, they have been able to keep up with the electrical work that in the past was completed by as many as five employees. They work tirelessly, never complaining nor making negative remarks.

Chairman Anton presented awards to Mirian, Denise, and Joseph thanking them for their hard work and dedication to the Housing Authority. Ken Albro was unable to attend the meeting and would receive his awards later in the week. As quarterly recipients, each will receive a letter of commendation, an additional paid vacation day, a one hundred dollar gift certificate to a local restaurant and a commemorative engraved clock.

COMMITTEE REPORTS

Special Committee

▪ **Nominating Committee – Nomination of Board Officers (2-year terms)**

Election of Officers (Dorothy Waters)

Commissioner Waters was asked to head the nominating committee. She stated the committee had met and the following names are being placed in nomination for Officers of the Board of Commissioners for the Housing Authority of the City of Providence for two-year terms as called for in the By-Laws of the Board:

Chairman: Thomas J. Anton

Vice Chair: Theodore Low

2nd Vice Chair: Paul Waldman

Secretary/Treasurer: Stephen J. O'Rourke

Commissioner Waters motioned for acceptance of the above nominations. Commissioner Castillo seconded the motion. A vote was taken. There being no opposition, Chairman Anton declared the nominations accepted and the aforementioned officers will serve.

Standing Committees

▪ ***Budget & Finance***

Commissioner Castillo stated the committee met and discussed the status of the operating budget and the status of annual independent audit. The budget is on track and the audit is expected to be completed in December-January. He also mentioned that all the financial indicators from FY2004 would be presented in the slide show on the Annual Report later in the meeting.

▪ ***Capital Improvements***

Commissioner Low stated the committee met and were briefed on the following projects:

- Bed bug problem at Dexter Manor and Sr. Dominica Manor
- Authority wide fence work is complete. Repairs or new installations were done at Roger Williams, Hartford Park, and approximately 20 scattered site units
- Hartford Park Community Center is complete and occupied. Punch list items are being finalized
- Replacement windows have been installed at the Chad/Ad/Sun Admin building
- Work continues on repair of smoke evacuation equipment Carroll Tower and Parenti Villa.
- Design development is underway on two contracts for architectural and engineering services at Hartford Park to repair exterior walls, concrete balconies and railing systems. Another contract is for the redesign of the site and landscaping plan on Barry Road, including the demolition of four vacant buildings

▪ ***Resident Services***

Commissioner Waldman stated the committee met and discussed the Department of Elderly Affairs requirement that fire safety meetings be held at all high-rise buildings. He further stated that the Housing Authority conducted training sessions in all high-rise buildings in conjunction with hot dog roasts to increase

attendance. Two hundred seventy three (273) residents attended these sessions, a 148% increase over last year where only 100 residents attended.

He informed the Board that there was a Resident Association election at Sr. Dominica Manor. Lola Lange, Planner for the Housing Authority, is conducting budget audits of each Association. Resident Association training was also conducted by the Mediation Center, teaching how to mediate disputes between tenants/management.

EXECUTIVE DIRECTOR'S REPORT:

Hartford Park Demolition

The Executive Director explained that the four buildings (32-units) at Hartford Park have been vacant for more than fifteen years and are a health and safety issue. The Housing Authority convinced the Resident Association at Hartford Park of the need to demolish the buildings. The demolition has been approved by the court as well as the Resident Association. The buildings will be replaced by a much need parking area and tot lot. The demolition will hopefully take place in the spring. Environmental remediation is taking place now on the building.

University Heights Project

The Executive Director stated that the Housing Authority was notified just after the September meeting that we are no longer in the running to purchase the University Heights. Our bid price of \$16.0 million was surpassed by several other competing bidders. However, if the chosen developer doesn't provide for more comprehensive rehabilitation of the development, we may be reconsidered.

Annual Report on Operations Slide Presentation

The Executive Director presented the Annual Report (via slide show presentation) to the Board exhibiting the Providence Housing Authority's FY2004 performance indicators. He gave a brief summary explaining the information displayed in each slide, highlighting the following:

- 97% of objectives were met in FY04
- \$45.2 million total funds administered
- \$16, 812,785 total operating receipts & subsidy
- \$16,661,718 operating expenses
- \$430,549 operating budget surplus added to reserve in Fy04 bring total reserve to \$4,838,101
- \$1,455,832 spent on health benefits – increase of 13.4% in FY04 – 111.6% increase over last five years
- Workers comp premiums increased 10.9%
- Safety training averages 3,900 per year
- Occupancy rate at 98% (HUD requires 97%) – we need to stay at 97% minimum – if higher we make money – if lower we lose money
- Collection rate at 95% - we write off 2.5% of total rent roll
- Received 1,783 new public housing applications – 944 on regular waiting list, 3,565 on pre-application list
- Offered 514 units, 79% accepted, 21% turned down and 158 applicants were denied
- 48 tenants were evicted
- 77,642 work orders completed – 99% completion rate – this has remained steady over the last 4-5 years
- Facilities Management building was completed and occupied. New community center was also complete and is occupied by the Resident Services Department (2nd floor). This center has a full service kitchen, food court, playground and water park. There will be a dedication of both building in November.
- There are currently 2,851 Section 8 units.
- 421 on regular waiting list
- 7,56 annual inspection completed
- 2,271 re-certifications completed
- \$2.06 million in earned admin fees – 3.4% increase from FY03
- \$20.4 million in housing assistance payments paid
- Many youth programs are provided at a cost of approximately \$3,851 per participant. Attendance is high in the Homework Help program and Computer Clubs.
- 16,218 hours were spent on education and training (157 students)
- FSS program has 131 participants - \$339,253 is being held in escrow accounts. Average month rent credit is \$129.88.

- 1,053 residents were served in the supportive service division
- 1,626 new orientations were attended.
- We have 24 hour security monitoring
- Police responses are up – 1,649 in FY04 (1,373 in FY03)
- 398 arrests up from 224 last year (47 were narcotic arrests)

The Executive Director further explained that detailed information with narrative could be found in the Annual Report which will be distributed at the November meeting.

The Executive Director took a moment to thank the Department Directors as well as the Office of Planning & Policy for their hard work putting together the 2004 Annual Report and slide presentation. He particularly thanked Sarita Govani for her skillful work on both the Annual Report and the slide presentation.

Q&A

The Executive Director opened the floor to questions. Commissioner Low asked if the security cameras and 24-hour monitoring was effective. The Executive Director stated that it has improved security. The Chairman thanked the Executive Director and staff for their impressive efforts presenting an informative and enjoyable presentation, complimented them on their hard work and further stating that the information provided was both interesting and thought provoking.

RESOLUTION(S)

Resolution #4127: Hartford Park Demolition

Resolution #4127 asks the Board of Commissioners to authorize the Executive Director to submit a demolition application to HUD's Special Application Center to demolish four buildings at Hartford Park. The Executive Director explained that the four buildings (32-units) have been vacant for more than fifteen years and are a health and safety issue. The Hartford Park Resident Association has agreed to the demolition and have signed an amendment to a 1989 Consent Degree allowing for the demolition. The buildings will be replaced by a much needed parking and tot lot. Commissioner Waldman motioned for approval with Commissioner Low seconding the motion. After some discussion, a vote was taken. There being no opposition, Chairman Anton declared the resolution passed. [See attached]

Resolution #4128: Roger Williams Disposition

Resolution #4128 asks the Board of Commissioners authorize the Executive Director to submit a disposition application to HUD's Special Application Center to dispose of approximately 5 acres of land at the Roger Williams Homes site. The vacant land at this site will be developed, in partnership with Winn Development Corporation, as a 65-unit affordable housing development. Commissioner Low motioned for approval with Commissioner Waters seconding the motion. After some discussion, a vote was taken. There being no opposition, Chairman Anton declared the resolution passed. [See attached]

OLD BUSINESS

There was no old business to discuss at this time.

NEW BUSINESS

There was no new business to discuss at this time.

ADJOURNMENT

There being no further business, Chairman Anton accepted a motion from Commissioner Low, which was seconded by Commissioner Castillo to adjourn the meeting at 6:00 p.m.

Submitted by:

Approved by:

Kimberly Dawley

Stephen J. O'Rourke

Recording Secretary

Executive Director