



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING: November 10, 2005**

PHA Conference Room

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Chairman Anton called the meeting to order at 5:07 p.m.

ROLL CALL

The Executive Director called the roll:

Present

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

Absent

Balbina Young
Rita Williams

Eight members were present constituting a quorum.

RESIDENTS' COMMENTS

The Executive Director introduced five PHA Tenant Association Presidents:

- J.T. Taylor – President of Hartford Park Tenant Association. Executive Director O'Rourke stated that Ms. Taylor also serves on the Resident Advisory Board as Chairman and was instrumental in breaking an 18-year deadlock to demolish the vacant buildings at Hartford Park. Ms. Taylor commented on several projects undertaken by the Tenant Association: Flower gardens planted this past summer beautifying the development and a new program where tenants can satisfy their community service requirement and take responsibility for their development by cleaning and picking up trash.
- Maria Morales – President of Dexter Manor Tenant Association. Executive Director O'Rourke stated that Ms. Morales is a take charge person. Ms. Morales stated that the Association has held several fundraisers (Bazaars & Bingos). They have earned \$395 this month alone and will use the money to prepare a Thanksgiving dinner for the entire building.
- Cheryl Medeiros – President of Parenti Villa Tenant Association. Ms. Medeiros stated that their Association holds fundraisers to raise money for activities, trips and social events for tenants.
- Dottie Waters – President of Coddling Court Tenant Association. Ms. Waters also serves as a Tenant Commissioner on the PHA Board.
- Diane Holland – President of Carroll Tower Tenant Association.

The Executive Director welcomed all of the Tenant Association Presidents and thanked them for their support.

APPROVAL OF MINUTES (September 22, 2005)

The Chairman then called for approval of the September 22nd meeting minutes. Commissioner Waldman motioned for approval. Commissioner Low seconded the motion. A vote was taken. There being no opposition, Chairman Anton declared the minutes approved.

CHAIRMAN'S REPORT

The Chairman began by stating that since he was unable to attend the last meeting he wanted to go on record as recognizing Vice Chairman Low for his investiture as RI's Assistant to the Secretary of the Army, further stating that Mayor has declared July 28th as "Ted Low Day" in Providence. The Chairman felt privileged to attend the induction ceremony and is very proud to serve on this board with Vice Chairman Low.

Welcome to the PHA Annual Meeting

The Chairman welcomed everyone to the Annual Meeting of the Providence Housing Authority and Board of Commissioners. He invited all to stay for the annual slide presentation on operations and a short social hour following the meeting

Employees 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 Dennis McCarthy as the recipient of the April 2005 Employee of the Quarter Award. Dennis began working for the Authority as a Temporary Carpenter on July 7, 1997. He was hired permanently on January 27, 2003 (although he was offered a permanent position several times prior to this date). Nominated by the Facilities Management Department Director for his high skill level and trustworthiness, he is described as quiet and unassuming with an outstanding attitude, a self-starter extremely knowledgeable in his craft, very productive and a person who takes pride in his work. Dennis is always willing to help out, has an outstanding record of response to call backs. His Foreman states that Dennis has one of the best work ethics of any employee he has supervised. Dennis was also nominated by Jack Costa, Security Operations Manager, for going above and beyond by promptly reporting a crime in action resulting in the apprehension of suspects. Jack is quoted as saying that is "Refreshing to see personnel other than trained/experienced security pitching in to address the problem of crime".

The Executive Director then introduced Jennifer Jackson as the recipient of the July 2005 Employee of the Quarter Award. Jennifer began working as a Temporary Clerk for the Housing Authority in July of 1998. She was promoted to Clerk Typist in April 2001 and to her current position as Management Aide on May 12, 2003. Jennifer has been described by her Manager as a loyal, hardworking, honest person who pays close attention to detail. She is responsive to the concerns of Chad Brown tenants as well as other staff members. She is an excellent team player, wonderful person and valued employee.

The Executive Director introduced Nancy Mattes as the recipient of the October 2005 Employee of the Quarter Award. Nancy began working for the PHA as a System Operator/Programmer in August of 1989. In September of 1991 she was promoted to Program/Training Coordinator and on May 5th of 1997 was promoted to her current position as MIS Manager. Although Department Directors and Office Managers are usually ineligible for this award, the selection committee made an exception to recognize Nancy for her humanitarian work, especially the support she's lead in helping PHA employee Steve Dorsey and his family while he's serving in Iraq.

Chairman Anton, Vice Chairman Low and Commissioner Waldman presented awards to each recipient thanking them for their hard work and dedication to the Housing Authority. 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

▪ Budget & Finance Committee

Commissioner Murphy stated the committee met and were briefed by the Chief Financial Officer on the following items:

- Reinstated provisions of the Public Housing Operating Fund Program
- Status of the FY 2005 audit
- Income & Expense for the first four quarters of the fiscal year.

Details are included in the attached meeting notes.

▪ Asset Management/Capital Improvements Committee

Commissioner Low stated the committee met with the Director of Facilities Management and were briefed on the current status of the following:

- Energy Audit
- Bedbugs
- Capital Fund Budgets
- Projects completed, in development stages and currently underway

Details are included in the attached meeting notes.

▪ Resident Services Committee

Commissioner Waldman stated the committee did not meet but commented that he was pleased to see so many Tenant Association Presidents attending the Board Meeting and hopes they continue to do so.

EXECUTIVE DIRECTOR'S REPORT

Special Presentation to Commissioners for Years of Service

The Executive Director explained that the PHA periodically recognizes its employees and commissioners for their years of service. As such, he presented the following board members with an engraved plaque recognizing their many years of service, serving on the PHA's Board of Commissioners:

- Chairman Thomas J. Anton – 20 Years of Service
- Commissioner Theodore Low – 15 Years of Service

The Executive Director thanked each recipient on behalf the employees if the PHA. The Chairman stated that it is unusual for board members to serve these lengths of time and feels we are fortunate to have such committed members.

Annual Report on Operations (Slide Presentation)

The Executive Director stated the PHA has had a difficult year financially. In anticipation of beginning a new funding system (whose start date has been extended), we needed to use our operating reserve using approximately \$1 million dollars in order to avoid layoffs. The Housing Authority originally anticipated a \$1.0 million deficit; however, due primarily to utility expenses, no longer reimbursed by HUD, our year-end deficit was \$2.6 million. Our reserve which was at \$4 million dollars is currently at \$1.4 million dollars. This severely impacts the financial portion of our PHAS score.

The Executive Director presented the Annual Report (via slide show presentation) to the Board exhibiting the Providence Housing Authority's FY2005 performance indicators. He gave a brief summary explaining the information displayed in each slide further stating that more detailed information will be available in each Commissioner's copy of the Annual Report, which will be distributed at the next board meeting. He took a moment to thank Sarita Govani. Although working only part time, she has managed to skillfully put together both the Annual Report and the slide presentation.

RESOLUTION(S)

Resolution #4136

Resolution #4136 asks the Board of Commissioners to authorize the Executive Director to execute an agreement with Unison granting them temporary rooftop easements at Dexter Manor and Carroll Tower and to assign AT&T's lease agreements to Unison. Commissioner Murphy 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 #4137

Resolution #4137 asks the Board of Commissioners to authorize the Executive Director to execute any and all contracts for the Housing Authority for goods and services provided to or by the Authority in the ordinary course of business, unless specifically prohibited by HUD. [See attached] The Director stated the PHA must follow procurement policies and that there are specific documents which must be signed by the Chairman and with board approval. He also stated it is well within the Board's discretion to set limits on this blanket resolution. Commissioner Murphy stated he thought the resolution was too broad and asked if some limits should be considered. Commissioner Waldman stated that there were already limits imposed on the Executive Director through the PHA Procurement policy and specific documents that HUD requires from the board and Chairman. Mr. O'Rourke suggested they table the resolution and ask the Budget & Finance Committee to review it in more detail to determine what, if any, limits need to be established before passage. Chairman Anton agreed and asked the committee to review the resolution in detail and make suggestions at the next meeting.

Resolution #4138

Resolution #4138 asks the Board of Commissioners to authorize changes in the Section 8 Administrative Plan in order to add new language for Project Based Voucher eligibility. Commissioner Low motioned for approval with Commissioner Cascella 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.

NEW BUSINESS

There was no new business to discuss.

ADJOURNMENT

There being no further business, Chairman Anton accepted a motion to adjourn from Commissioner Murphy which was seconded by Commissioner Low to adjourn the meeting at 6:17 p.m.

Submitted by:

Approved by:

Kimberly Dawley
Recording Secretary

Stephen J. O'Rourke
Executive Director