



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING: May 25, 2006**

PHA Conference Room

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Vice Chairman Low called the meeting to order at 5:00 p.m.

ROLL CALL

The Executive Director called the roll:

Present

Theodore Low
Paul Waldman
Jaime Castillo
Dolores Cascella
Dorothy Waters
Rita Williams

Absent

Dr. Thomas J. Anton (Excused)
Paul Lewis (Excused)
Raymond Murphy (Excused)
Balbina Young

Six members were present constituting a quorum.

RESIDENTS' COMMENTS

There were no residents in attendance at the meeting.

APPROVAL OF MINUTES (March 23, 2006)

The Vice Chairman called for approval of the March 23rd meeting minutes. Commissioner Williams mentioned a slight grammatical error on page three, which will be corrected immediately. Commissioner Williams then motioned for approval of the amended minutes. Commissioner Waldman seconded the motion. A vote was taken. There being no opposition, Vice Chairman Low declared the minutes approved.

CHAIRMAN'S REPORT

General Remarks

The Vice Chairman began by thanking everyone for their attendance. He stated Chairman Anton sends regrets for his absence as he is undergoing treatment for a serious illness. He further stated the Chairman is not doing as well as we might wish and would appreciate hearing from Commissioners and staff. Flowers have been sent on behalf of both. An address to send cards/notes is included in each Commissioners packet.

Executive Director to Attend Army War College

Vice Chairman Low announced that Executive Director O'Rourke has been selected as one of only one hundred recipients to attend the Army War College for one week in June. Executive Director O'Rourke thanked the Board for their support, especially Vice Chairman Low for nominating him. He stated he is eagerly looking forward to this trip.

Discussion of Annual Training & Development Retreat

Due to current budget constraints, it has been agreed that the Annual Board Training and Development Retreat will be condensed to a one-day retreat at the Alton Jones Campus. A list of available dates is included in each packet. Vice Chairman Low asked that each

Commissioner select the date that best fits their schedule and return the form to Kimberly Dawley within the next week so that arrangement can be finalized.

COMMITTEE REPORTS

- Budget, Finance & Audit Committee
The committee did not meet.

- Asset Management/Capital Improvements Committee
Vice Chairman Low thanked Commissioner Williams for agreeing to Chair this committee until the Chairman is well enough to resume his duties. Commissioner Williams stated the committee met and were briefed by Marvin Carmody, Director of Facilities Management, on the current status of the energy audit, projects that have been completed and projects currently underway. See attached report.

- Resident Services Committee
Commissioner Waldman stated the committee met with Maria Gianfrancesco and were briefed on the status of resident surveys, Resident Advisory Board meetings, tenant elections and the Annual & 5-Year Plan schedule. See attached report.

EXECUTIVE DIRECTOR'S REPORT

Monthly Management Report Highlights

The Executive Director stated that occupancy is very high and tips his hat to new Facilities Management Director, Marvin Carmody, for his leadership in reducing the number of vacant units to fifteen, the lowest ever. Staff members were rewarded with a pizza luncheon. Monthly Management Reports were distributed and Commissioners were invited to review in detail, forwarding any questions to the Executive Director's office.

Bond for Canonchet Cliffs

The Executive Director welcomed attorney Dan Waugh (Moses, Afonso and Jackvony) to the meeting, stating Dan is serving as Bond Counsel in this endeavor. Several weeks ago, the Housing Authority was approached by Bill Canning, a local property developer, to ascertain our interest in issuing bonds for the Canonchet Cliffs development in Hopkinton RI. Ordinarily, we would be limited to our own legal jurisdiction in Providence. However, since Hopkinton does not have a Housing Authority, State General Law allows us to issue bonds outside our jurisdiction. We are required to obtain permission from the local community to issue bonds for this project. The developer's consultant is currently working with the Hopkinton Town Council to secure a resolution. A resolution is before the board to authorize the Executive Director to prepare and issue bonds for an amount not to exceed \$6 million dollars for the rehabilitation of Canonchet Cliffs. Canonchet Cliffs is a 114-unit elderly and disabled development in Hopkinton, RI. The funds will be used to renovate, refinance and pay fees for the development. Renovations will total approximately \$2.6 million. Beekman Securities will serve as our financial advisor. The Housing Authority will charge its standard administrative fee, (one point or \$60,000) for undertaking this project. There is no risk or liability to the PHA. In addition to the fees earned, the Housing Authority is assisting in the preservation of affordable housing in RI.

Public Housing Associate of RI (PHARI) Bond Issue

The Executive Director mentioned that he hopes to do another bond issue in the fall. This would be done collectively with five other Housing Authorities in RI who could not afford to do so on their own. The PHA would receive approximately \$5-6 million dollars of the total bond to be used for major capital improvement to improve the curb appeal in our family developments and to begin installation of sprinkler systems in our high-rise buildings. More information will be available as the process continues.

NERC/NAHRO Conference (Disaster Preparedness)

The Executive Director stated that since our presentation on disaster preparedness presented at the NERC/NAHRO Winter Conference in Providence earlier this year, there has been tremendous interest in the creation of this type of plan. Earlier this month, the Executive Director gave a presentation on this subject at the Connecticut/NAHRO Conference in Connecticut. This seminar was attended by over 100 members. Response was quite positive. The Executive Director has also been asked to provide a day long workshop on this training in Marlboro MA on June 15th.

Summer Youth Employment Program

Two summer youth employment programs will begin very soon. Eight teenagers living in our developments will be hired to work four days a week organizing field trips for summer youth program participants and assisting our Program Coordinators. On the fifth day of each week they will attend a Violence Prevention Seminar. These jobs will be funded equally by the PCOC and the Weed & Seed Program. In addition, 15-16 other youths will be hired to work approximately 20 hours a week (8:00-12:00) as Grounds Assistants. Their duties will consist of raking, sweeping, planting flower beds and picking up trash in and around the developments. Hats and t-shirts will be provided. These jobs will be funded through the PHA's non-profit (PCOC).

New Grouping of Developments (for Project Based Budgeting) HUD Approved

The Executive Director explained that in preparation for the change to project-based budgeting/accounting, Housing Authorities are required to realign or group developments together for accounting purposes. Most groupings at the PHA will remain the same. All scattered site units will be combined to form one group. We will be switching to this new accounting system gradually over the next few years.

Annual Plan Approval

HUD requires that housing authorities submit an Annual Plan by April 17th. These plans, which had no substantial changes from the previous year, have been prepared with the participation of the Resident Advisory board (RAB). The RAB approved these plans at their last meeting of the planning process on March 23, 2006, as did the Board of Commissioner at the March 23rd meeting. We have received notification from HUD that the plan has been approved.

Development Status:Williams-Woods Place (Slides)

Due to technical difficulties, the Executive Director was unable to present a slide show depicting the current status of construction at the Williams Woods Development. These issues will be resolved and be presented at the next meeting. He informed the board that construction is ahead of schedule. All foundations have been completed, most framing is complete and siding and windows have been installed on several buildings.

RESOLUTION(S)Resolution #4140

Resolution #4140 asks the Board of Commissioners to authorize the Executive Director to prepare and issue bonds not to exceed \$6,000,000 for Canonchet Cliffs. Commissioner Waldman motioned for approval with Commissioner Williams seconding the motion. After some discussion, a vote was taken. There being no opposition, Vice Chairman Low declared the resolution passed. [See attached]

OLD BUSINESS

Commissioner Williams asked if there was anyone on staff who could do press releases to publicize some of our efforts, such as the Summer Youth Employment Program. The Executive Director stated that we do have personnel to handle items of this nature. He stated the Providence Journal will be invited to the "kick-off" of the Summer Youth Program. He also mentioned that the Public Housing Associate of RI (PHARI) will be working collectively to improve the image of public Housing in the upcoming year.

NEW BUSINESS

There was no new business to discuss.

ADJOURNMENT

There being no further business, Vice Chairman Low accepted a motion to adjourn from Commissioner Williams which was seconded by Commissioner Waldman to adjourn the meeting at 5:30 p.m.

Submitted by:

Approved by:

Kimberly Dawley
Recording Secretary

Stephen J. O'Rourke
Executive Director