



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING: July 27, 2006**

PHA Conference Room

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Chairman Low called the meeting to order at 4:50 p.m.

ROLL CALL

The Executive Director called the roll:

Present

Theodore Low
Paul Waldman
Dolores Cascella
Dorothy Waters

Absent

Paul Lewis (Excused)
Raymond Murphy (Excused)
Jaime Castillo (Excused)
Balbina Young
Rita Williams

As only five members were present, a quorum was not present and a legal meeting could not take place. Board members agreed to continue as an unofficial meeting. Resolutions will be voted upon by members present allowing staff to continue to conduct business. Resolutions will be ratified at the August meeting. The Executive Director stated that he had spoken with two board members (Williams & Murphy) concerning the issues and resolutions being discussed this evening and both said they will vote in favor at the next meeting.

RESIDENTS' COMMENTS

Cheryl Medieros, President of the Parenti Villa Tenant Association, commented on the recently built Gazebo at Parenti Villa. She stated the tenants are very happy with this new addition, which allows them the opportunity to meet and talk to other tenants. The gazebo is a beautiful addition to the development. Executive Director O'Rourke mentioned the Tenant Association contributed \$1,000 towards this project.

Ms. Medieros also voiced concern with the availability of parking. Management is trying to resolve this issue. A policy change that will no longer allow guests to park overnight is being discussed. Commissioner Cascella suggested that flyers explaining this policy be placed under each apartment door to ensure each tenant receives one. Management may go one step further and ask each tenant to sign an acknowledgement of the policy change. Management may also discontinue tagging unauthorized vehicles (giving 24 hours to move the vehicle) and tow immediately.

APPROVAL OF MINUTES (May 25, 2006)

Chairman Low called for approval of the May 25th meeting minutes. Commissioner Waldman then motioned for approval of the minutes. Commissioner Cascella seconded the motion. A vote was taken. There being no opposition, Chairman Low declared the minutes approved pending ratification at the August meeting.

CHAIRMAN'S REPORT

General Remarks

Chairman Low stated many staff members and Commissioners recently attend Dr. Anton's memorial service, mourning the loss of a friend and colleague. While a sad day, this service celebrated his life and his many accomplishments. He suggested the program from the service be posted on the employee bulletin board allowing employees to have a greater understanding of Dr. Anton's achievements.

COMMITTEE REPORTS

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

- Asset Management/Capital Improvements Committee
Commissioner Cascella stated the committee met and were briefed on the status of various projects both completed and underway. Most notable were the new gazebo at Parenti Villa, parking lot striping and tree trimming at Dexter Manor, the alarm system at Carroll Tower and the balconies at Hartford Park. See attached subcommittee meeting notes for more detailed information.

- Resident Services Committee
Commissioner Waldman stated the committee met and updated the board on the status of Tenant Association budgets and bylaws, the Emergency Preparedness Brochure for tenants, HUD Surveys, and the Elderly Security grant. The Housing Authority was originally awarded \$95,803 but was increased today to \$97,305. This grant pays for approximately 45% of our security guard costs. See attached subcommittee meeting notes for more detailed information.

EXECUTIVE DIRECTOR'S REPORT

Introduction

The Executive Director introduced Justin Dawley, a student at the University of Arizona. Justin has been working as an intern at the Housing Authority this summer and has received high praise for his productivity. In the short time he has been here, he has completed the Work Order Report, the Unit Turnover Report, and the Employee Newsletter is beyond draft form. He will begin the Socio-Economic Report and work with Maria Gianfrancesco on the Emergency Operation Plan before returning to school next month.

Staff Change

The Executive Director mentioned that Joseph Braga, Chief Financial Officer for the PHA, has recently resigned creating a difficult situation for the Housing Authority as the fiscal year budget is due, as well as processing the year-end closing. An in-house employee will assume responsibilities in the interim while a permanent replacement is sought.

Monthly Management Report Highlights

Monthly Management Reports were distributed and Commissioners were invited to review in detail, forwarding any questions to the Executive Director's office. The Executive Director did mention that occupancy remains high and collections are adequate.

Public Housing Assessment System Management Operations Certification

The Providence Housing Authority is required to submit an annual Management Operations Certification to HUD as part of the four-part REAC Public Housing Assessment System score. This certification is a requirement for receiving a score under HUD's Public Housing Assessment System (PHAS). The Management Certification consists of six performance indicators covering such areas as Unit Turnaround Time, Capital Fund, Work Orders, Annual Inspections of Dwelling Units and Systems, Security and Economic Self-Sufficiency. The Housing Authority is seeking board approval to submit this certification to HUD.

Capital Fund Bond Issue Status Report

The Housing Authority is preparing a bond issue for \$5-6 million dollars, borrowing against future capital funds. Proceeds from this bond will be used for site improvements and to begin installations of sprinklers systems in the high-rises. This bond is being developed collectively with other Housing Authorities. Our partners in this endeavor currently include the Lincoln Housing Authority, West Warwick Housing Authority, Cumberland Housing Authority and possible more. The amount of bonds from our partners in this endeavor has not been determined.

Renaming of Community Center at Hartford Park

Dr. Thomas Anton served on the Board of Commissioners of the Providence Housing Authority for 20 years, sixteen of those years as Chairman. During his tenure, the PHA was recognized by HUD and our professional peers as a well-run and innovative organization. A resolution is before the board seeking approval to name the PHA's new community center at Hartford Park the **Thomas J. Anton Community Center**. By doing so, we will memorialize Tom forever. Once the lettering for the building is complete, we will hold a small dedication ceremony. Karen Davis of the Providence Journal will be writing an article on Dr. Anton and the naming of the building after him.

Amendment: Admissions and Continued Occupancy Plan

Executive Director O'Rourke introduced Michelle Malloy of the Center for Supportive Housing. The Center for Supportive Housing is attempting to address the issue of chronic homelessness. They recently received a grant from the United Way for \$450,000 over a two-year period to find housing and to provide shelter for chronically homeless persons in R.I. The RI General Assembly has also allocated \$300,000 for two years for the program. The funds would be used to provide personal and supportive services to the 50 pilot program participants. The PHA would accept only ten of the 50 participants, who may already be on our waiting list. They would be housed in PHA developments, tracked for their performance, and receive supportive services from an eight-person supportive services team from the Mental Health Association of RI and Riverwood Mental Health. The property manager will partner with the case management team. Participants will have to follow all rules and regulations of the Housing Authority. This is a pilot program and will be evaluated for cost effectiveness and, if proven successful, the Housing Authority may do collaborative work with the Center in the future. The amendment to our ACOP is for one-time only.

Commissioner Waldman expressed his concern about giving a preference to individuals that are not already on the PHA's extensive waiting list. While supportive of the pilot program, he stated he wouldn't favor giving preference if the program goes beyond the pilot-program stage. He stated it was a matter of fairness for those currently on the wait list.

Mr. O'Rourke stated he, too, had those concerns, but it is only a pilot program to determine the effectiveness of long-term supportive services on chronic homelessness.

Board Training & Development

We hope to schedule the annual Board Training and Development retreat on a Saturday, either the third or fourth week of October (possible overnight through Sunday), at the Alton Jones Campus in West Greenwich. Information on the Survey of Organizational Excellence and the PHAS score will be provided. **Commissioners should contact the Executive Director for any items they would like included on the agenda.** More information will follow as it becomes available.

Status of Bond Issue for Canonchet Cliffs

During the May 25th meeting, the Board approved a resolution authorizing 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. However, before we could move ahead with this project, the Town of Hopkinton needed to pass a resolution allowing the PHA to come in and issue the bond. The Town recently passed this resolution and due diligence is underway. We anticipate the bond closing to be in September. The Housing Authority will earn a \$60,000 administrative fee.

Status of Disaster Preparedness Plan Update

Several years ago the Housing Authority created an Emergency Operations Manual. In recent weeks, emergency operations has become a hot topic at HUD. The PHA has been conducting training sessions on how to prepare an Emergency Operations Plan (EOP) for other Housing Authorities and in doing so found several areas in our plan that need to be addressed. The EOP Team has met to address these items and our plan will be updated. A presentation will be provided to the board once the plan is complete.

Development Status:

Williams-Woods Place (Presentation)

The Executive Director presented a slide show of the construction at the Williams Woods Development over the past few months. He informed the board that construction is still ahead of schedule.

Gazebo at Parenti Villa (Presentation)

The Executive Director also displayed slides of the new gazebo at Parenti Villa from groundbreaking to completion.

RESOLUTION(S)

Resolution #4141

Resolution #4141 asks the Board of Commissioners to authorize the Executive Director to submit to HUD the annual Management Operations Certification. Commissioner Waldman motioned for approval with Commissioner Waters seconding the motion. After some discussion, a vote was taken. There being no opposition, Chairman Low declared the resolution passed by those members present. This resolution will be ratified at the next meeting in August. [See attached]

Resolution #4142

Resolution #4142 asks the Board of Commissioners to authorize the PHA to amend it Admissions and Continuing Occupancy Plan, allowing the Housing Authority to participate in a pilot program for the chronically homeless sponsored by the Center for Supportive Housing. Commissioner Waldman motioned for approval with Commissioner Cascella seconding the motion. After some discussion, a vote was taken. There being no opposition, Chairman Low declared the resolution passed by those members present. This resolution will be ratified at the next meeting in August. [See attached]

Resolution #4143

Resolution #4142 asks the Board of Commissioners to authorize the naming of the PHA's new community center at Hartford Park the **Thomas J. Anton Community Center**. Commissioner Waldman motioned for approval with Commissioner Waters seconding the motion. After some discussion, a vote was taken. There being no opposition, Chairman Low declared the resolution passed by those members present. This resolution will be ratified at the next meeting in August. [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 Low accepted a motion to adjourn from Commissioner Waters which was seconded by Commissioner Cascella to adjourn the meeting at 5:45 p.m.

Submitted by:

Approved by:

Kimberly Dawley
Recording Secretary

Stephen J. O'Rourke
Executive Director