



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING: January 26, 2006**

PHA Conference Room

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Chairman Anton called the meeting to order at 5:02 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
Rita Williams

Absent

Balbina Young
Paul Lewis (Excused)

Eight members were present constituting a quorum.

RESIDENTS' COMMENTS

There were no residents in attendance at the meeting.

APPROVAL OF MINUTES (November 10, 2005)

The Chairman then called for approval of the November 10th meeting minutes. Commissioner Low motioned for approval. Commissioner Waters seconded the motion. A vote was taken. There being no opposition, Chairman Anton declared the minutes approved.

The Executive Director stated that hereafter the minutes of each board meeting would be emailed to each Commissioner to expedite the process. Any changes that are needed can be made in a timely manner.

CHAIRMAN'S REPORT

Discussion of Annual Training & Development Retreat

The Chairman stated that past board training and development retreats have met with mixed success. He further stating that he felt last years' program was the best to date however only half of the Commissioners were in attendance. He asked for suggestions for this year's training, keeping in mind the Housing Authority financial situation. Some ideas presented were as follows:

- Location:
 - Somewhere in Newport
 - The Hope or University Club (Providence)
 - The Dunes Club (Narragansett)
- Length
 - One-day session with lunch/coffee breaks only
- Topics
 - Discuss the many changes/challenges upcoming for the PHA

The Chairman encouraged Commissioners to consider this in more depth and bring their ideas to the next meeting.

COMMITTEE REPORTS

- Executive Committee
The Executive Committee met prior to the board meeting to discuss a number of issues.
- Budget & Finance Committee
The committee did not meet.
- Asset Management/Capital Improvements Committee
Commissioner Williams stated the committee met briefly and were given a summary on the following:
 - Energy Audit Report
 - Security Systems installed in storage building at Carroll Tower and Parenti Villa
 - Projects Completed – Hartford Park Parking Lot, Boiler/Domestic Hot Water at Dexter Manor and construction of storage buildings.
 - Projects Currently UnderwayCommissioner Williams distributed a detailed summary for Commissioners to review. (Attached)
- Resident Services Committee
The committee did not meet.

EXECUTIVE DIRECTOR'S REPORT

Introduction of New Director

The Executive Director began by introducing Marvin Carmody as the new Director of Facilities Management. Marv has taken over the position from Ron Torbik who has resigned to pursue other avenues. Ron will continue to work for the PHA on a part time basis focusing strictly on special projects.

NERC/NAHRO 2006 Mid-Winter Conference

The Executive Director stated the NERC/NAHRO 2006 Mid-Winter Conference will be held at the Westin Providence on February 6th and 7th. The Providence Housing Authority will be hosting this event and providing three of the presentations. A formal schedule of events will be mailed shortly. There will be a luncheon scheduled on the 6th and receptions held both evenings. Commissioners are invited and encouraged to attend.

Annual Report on Operations

The FY05 Annual Report on Operations has been completed and is at the printers. They have run into a slight problem and we are awaiting Sarita's return to correct it. It should be ready by the next meeting.

Recognition of Edgewood Eagles Youth Football Team

The Housing Authority formally recognized three members of the Edgewood Eagles Youth Football Team, Christian Colon, Carlos Familiar and Carl Magnum, all PHA residents. These youths along with their teammates, coached by PHA employees George Lindell and David Anderson, competed in and won the 2005 National Youth Football Championship in Tucson Arizona last month. Although unable to attend this meeting, the young men will be presented with certificates of recognition from the Housing Authority.

Monthly Management Report Highlights

The Executive Director invited Commissioners to review the Monthly Management Report provided to them. Any questions may be directed to his office.

Public Housing Assessment System (PHAS) Scores: FY 2006

Annually, Housing Authorities are rated by the Department of Housing and Urban Development using the Public Housing Assessment System (PHAS). We are rated in four (4) categories: Management Operations Certification, Financial, Physical Inspections and Resident Surveys. This score determines the percentage of funding we will receive from HUD. For fiscal year 2005, the PHA received a PHAS score of 80 designating us a Standard Performer. The follow details how the PHA scored in each of these categories.

Management Operations Certification

The PHA received a score of 28 out of a possible 30.

Financial

The PHA received a score of 19 out of a possible 30. This is due to our cash flow and the level of our reserve. Due to funding cuts and HUD no longer reimbursing utility expenses, we have had to use reserve funds to cover expenses.

Physical Inspections

The PHA received a score of 24 out of a possible 30. HUD has not conducted inspections at the PHA in the past few years and is using scores from three years ago.

Resident Survey

The PHA received a score of 9 out of a possible 10.

The Executive Director stated one of the consequences of not being ranked a "High Performer" is the Housing Authority will no longer receive a bonus under the Capital Fund (\$100k). When asked what we could do to improve our score, the Executive Director stated we need to find more money and increase our reserve. Hopefully the change in HUD's funding system to project based will benefit us.

We have implemented some changes in our resident orientation program to educate tenants on energy conservation and we will soon contract for the installation of more energy efficient devises, including converting some electrical heat buildings to gas. We do have the option of charging tenants for excess utility expenses but have discovered it to be not cost effective. We are working with staff members and the Narragansett Bay Commission to resolve water and sewer usage issues.

Commissioner Low asked how the PHA's scores compared to other Housing Authorities. That information is not yet available. However, the Executive Director stated he has asked CLPHA (Council of Large Public Housing Authorities) to provide us with scores received by other Housing Authorities across the country.

2006 Annual Operating Budget Update

At the close of the fifth month of FY06, the Housing Authority has a reserve of approximately \$1 million dollars. We are still fighting with HUD to determine how they calculate the utility expenses. In the past, HUD reimbursed us for any overages in utility expenses. However, at the end of FY05 they elected to no longer reimburse overages and we ended the year with a \$1.6

million dollar deficit. If changes are not made in the method of calculation we will end this year with the same deficit which will wipe out our reserve completely.

Development Status:

- Williams-Woods Place – Groundbreaking Ceremony
Work has begun on site. The groundbreaking ceremony for Williams Woods Place has been scheduled for 10:00 a.m. on February 13, 2006. There will be a short speaking program with a reception following. Invitations will be mailed within the next week. Commissioners are encouraged to attend.

RESOLUTION(S)

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. This resolution was tabled during the November 2005 meeting so that Budget & Finance Committee could review it in more detail and determine what, if any, limitations need to be established before passage.

The Budget & Finance Committee has not yet had a chance to review this resolution and the vote is being tabled until the next meeting scheduled for February 23, 2006.

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 Low which was seconded by Commissioner Williams to adjourn the meeting at 5:40 p.m.

Submitted by:

Approved by:

Kimberly Dawley
Recording Secretary

Stephen J. O'Rourke
Executive Director