



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING: November 19, 2006**

PHA Conference Room

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Chairman Low called the meeting to order at 5:10 p.m.

ROLL CALL

The Executive Director called the roll:

Present

Theodore Low
Paul Waldman
Raymond Murphy
Hilary Silver
Jaime Castillo
Dolores Cascella
Dorothy Waters

Absent

Balbina Young
Rita Williams (Excused)
Barbara Fields (Excused)

Seven members were present constituting a quorum.

RESIDENTS' COMMENTS

J.T. Taylor, President of the Hartford Park Tenant Association, stated the Tenant Association has received a \$15,000 grant from the Environmental Protection Agency to be used in various ways to reduce Asthma attacks in children and adults.

APPROVAL OF MINUTES (September 28, 2006)

The Chairman then called for approval of the September 28th meeting minutes. Commissioner Murphy motioned for approval. Commissioner Waters seconded the motion. A vote was taken. There being no opposition, Chairman Low declared the minutes approved.

CHAIRMAN'S REPORT

Welcome to the PHA Annual Meeting

Chairman Low welcomed everyone to the Annual Meeting of the Providence Housing Authority and Board of Commissioners, commenting on his appreciation for this well attended event. He stated this agency has come a long way in the past twenty years, due in no small part to the excellent work of the Board of Commissioner, Executive Director and staff members. Chairman Low invited all to a short social hour following the meeting.

COMMITTEE REPORTS

Special Committee

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

Election of Officers

Commissioner Waters stated the following members were nominated and are being recommended to serve as 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: Paul Waldman
1st Vice Chair: Barbara Fields
2nd Vice Chair: Dolores Cascella
Secretary/Treasurer: Stephen J. O'Rourke

Chairman Low asked for any other nominations. There being none, he accepted a motion from Commissioner Murphy to accept the above nominations. This motion was seconded by Commissioner Castillo. A vote was taken. There being no opposition, Chairman Low declared the nominations accepted and the aforementioned officers will serve. Chairman Low then requested and was granted permission from the New Chairman to complete the business of this annual meeting. Chairman Low further stated that he has enjoyed his seventeen years serving on this Board but feels it is time to move on and hopes to be welcomed to return.

Standing Committees

- Budget & Finance Committee
Commissioner Murphy stated the FY07 budget has been completed. The FY06 Annual Audit is in progress and the Office of Finance, Accounting and Budgeting is in the process of transitioning to project-based accounting. See attached meeting notes.

- Asset Management/Capital Improvements Committee
Commissioner Cascella stated that Ameresco has completed the energy audit of all our developments. The PHA will conduct a review of the suggested improvements and the package will be submitted to HUD for review and approval. [Mr. O'Rourke interjected that the entire energy improvement plan will cost \$12.0 million. All of the improvements will be paid from energy savings.]
Outdoor lighting work at Kilmartin Plaza, Carroll Tower and Parenti Villa has been completed. Concrete and fence repairs have been completed Authority wide.
Construction work on six scattered site units expect to be finished in early November.
Project documentation for the installation of a fire reporting and alarm system was submitted and rejected by the Fire Marshall. The plans will be re-submitted with a variance request. The Physical Needs Assessment project has been completed.
A bid package is being prepared to repair the balcony and railings of the Hartford Park High Rise. See attached meeting notes.

- Resident Services Committee
Chairman Waldman stated that Carrol Tower has been approved for a \$3,000 RI General Assembly Senate Legislative Grant.
Maria Gianfrancesco continues to meet with resident associations, monitor and assist with their quarterly budgets. An updated Resident Association Handbook has been completed and will be distributed at the next Resident Advisory Board meeting on November 16th. He also stated that financial organizers have been purchased for each Association. See attached meeting notes.

EXECUTIVE DIRECTOR'S REPORT

Board Packages

The Executive Director directed the board's attention to several articles included in this month's packet: An article on the "Olneyville Makeover - City Celebrates Housing Revitalization"; an op-editorial on the "Beauty and the Affordability Crisis" by Dave Brussat, and two articles about Dr. Anton that appeared in the Brown Alumni Magazine and the Brown Daily Herald.

Employees of the Quarter(s)/Year Awards

The Executive Director introduced the Employee of the Quarter award recipients. The Executive Director explained that employees are nominated by their Department Director or others.

The following were recipients of the award:

- He then introduced Michelle Rocchio as the recipient of the January 2006 Employee of the Quarter Award. Michelle began working for the Housing Authority as a Management Aide on 8/15/88. She was promoted to Occupancy Resident Specialist on 3/18/91 and promoted to Tenant Selection Manager on 9/16/96. Michelle was a runner up for the 1998 Employee of the Year award. Nominated by the Director of Administration/Human Resources, Michelle is described as professional, fair and consistent in applying policies and procedures. She is always well prepared for grievance hearing, articulating her concerns in a professional manner. Her integrity and commitment to the Housing Authority is unquestionable.
- Betzaida Munoz was introduced as the recipient of the April 2006 Employee of the Quarter Award. Betzaida was hired as a Temporary Clerk on 6/5/95. She was promoted to Clerk Typist on 4/15/96, Management Aide on 2/24/97 and Program Representative on 9/27/99. She was a previous recipient of the Employee of the Quarter award in July 1996. Nominated by her Department Director, she is described as an asset to Leased Housing Department. She is very knowledgeable of policies and regulations. Her files are neat and accurate. She displays positive attitude, is always cheerful and respectful, a team player who gets long well with others. She is described as one of the most versatile staff members in the department. Always willing to assist other staff member and does so with a smile.
- Edward Hill was introduced as the recipient of the July 2006 Employee of the Quarter Award. Ed began working for the Temporary Laborer on 3/1/93. He was promoted to Maintenance Laborer on 12/6/93 and promoted to Maintenance Aide on 7/28/99. Nominated by supervisor for his dedication to the Housing Authority, Ed maintains a difficult building, many times under adverse conditions, without complaint. He has served as Rover during many holiday shifts that others have refused to help out the PHA.
- Steven Dorsey was introduced as the recipient of the October 2006 Employee of the Quarter Award. Steve began working for the Housing Authority as a Temporary Custodian on 4/19/99. He was promoted to Maintenance Laborer/Dispatcher on 11/2/00. Nominated by his Department Director for outstanding work, Steve has taken it upon himself to assure the appearances of the buildings are up to standard. He performs his own duties as well as willingly assisting others employees. If asked to do something, you can consider it done. Steve is a self starter, requiring little supervision and can always be counted on to perform his duties

The Executive Director then introduced the Employee of the Year and two runners-up:

- Bertha Estrada was selected as one of the recipients of the Employee of the Year Runner-Up Award for 2006. Bertha began working for the Housing Authority as a Clerk Typist on 7/15/96. She was promoted to Program Representative on 8/4/97. She was also an Employee of the Quarter recipient in July of 2001. Nominated by her co-workers, Bertha is described as a quiet, pleasant person who conducts herself with complete professionalism, consistently projecting a positive attitude. She provides excellent customer service and treats her clients with respect. She is very knowledgeable of policies and procedures, works efficiently with high levels of accuracy, goes above and beyond her required duties, volunteering for every special project. She is always available to assist co-workers and always with a smile.
- Regina Perreault was introduced as the other recipient of the Employee of the Year Runner Up for 2006. Tina was originally hired as a Temporary Program Assistant on 5/1/00. She was promoted to Security Monitor on 1/21/02 and to Security Maintenance Dispatch

Clerk on 1/2/05. Tina won the Employee of the Quarter Award in April 2003. In September of this year, Tina received a Certificate of Commendation for her efforts assisting the Providence Police Department in the apprehension of robbery suspects of a local credit union. Nominated by the Director of Administration/Human Resources, Tina is said to run the Security Office in the absence of the Security Operations Manager. She always makes herself available – twenty-four hours a day and works well with all employees. She is an asset to the Housing Authority.

- The final award to be presented was for Employee of the Year – 2006. The Executive Director announced Carlos Gomez as this years' recipient. Carlos began working for the Housing Authority on 11/5/01 as the Computer Technical Resource Specialist. He was promoted to MIS Training Coordinator/System Operator on 7/14/03. Carlos was the recipient of the January 2004 Employee of the Quarter award. Nominated by his co-workers, Carlos is described as an employee with an excellent work ethic, dependable, punctual and hard working, always completing projects on time. Carlos works well independently but is not above asking for assistance. He has a healthy personality that allows for effective communication and teamwork. He is always willing to lend a hand and shows respect to all staff personnel throughout the agency, a team player. Carlos was unable to attend the Annual Meeting but sent his thanks on behalf of the entire MIS Department stating the award is the result of a team effort and it is greatly appreciated.

In recognition of their outstanding efforts, Employee of the Quarter recipients will receive Letters of Commendation, an additional paid vacation day, and inscribed award and \$100. Employee of the Year Runner-Up recipients will receive Letters of Commendation, an additional paid vacation day, and inscribed award and \$500. The Employee of the Year will receive a Letter of Commendation, five additional paid vacation days, and inscribed award and \$1,000.

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

Special Presentation to Commissioners for Years of Service

The Executive Director explained that the PHA periodically also recognizes its 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 Theodore F. Low – 17 Years of Service
- Chairman Paul Waldman – 15 Years of Service
- Commissioner Raymond F. Murphy – 20 Years of Service

At this time, Commissioner Waldman then presented Chairman Low with a Certificate designating him Commissioner Emeritus in recognition of his many years of faithful service on the Board of Commissioners. Chairman Low expressed his sincere appreciation for a great seventeen years.

Annual Report on Operations (Slide Presentation)

The Executive Director stated that FY06 has been both a good year and a sad year. After many delays and obstacles, the groundbreaking at Roger Williams was held in February and after only 10 months of construction, Phase I is ready for occupancy. It was also a difficult year. The Housing Authority experienced a great loss in the death of its Chairman, Dr. Thomas J. Anton this past June, and several employees were let go due to budget constraints. With recent political changes, we hope to see some changes in funding in the future.

The Executive Director then presented the Annual Report (via slide show presentation) to the Board exhibiting the Providence Housing Authority's FY2006 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.

Chairman Low thanked the Executive Director for an excellent presentation. He then stated his pleasure to turn the gavel over to the new Chairman, Paul Waldman. Chairman Waldman stated that it is his honor and privilege to serve as Chairman. He also asked Commissioners to consider their current committee assignments and to contact him with their preferences.

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 Waldman accepted a motion to adjourn from Chairman Low which was seconded by Commissioner Cascella to adjourn the meeting at 6:20 p.m.

Submitted by:

Approved by:

Kimberly Dawley
Recording Secretary

Stephen J. O'Rourke
Executive Director