



**PROVIDENCE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING: September 27, 2007**

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**PHA Conference Room**

**100 Broad Street**

**Providence, RI 02903**

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**CALL TO ORDER**

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

**ROLL CALL**

The Executive Director called the roll:

**Present**

Paul Waldman  
Dolores Cascella  
Nicholas Narducci  
Dorothy Waters  
Jaime Castillo  
Barbara Fields  
JT. Taylor

**Absent**

Raymond Murphy (Excused)  
Hilary Silver (Excused)  
John Iglizzi (Excused)  
Robert Clarkin

Seven members were present, constituting a quorum.

**RESIDENTS' COMMENTS**

None.

**APPROVAL OF MINUTES (August 30, 2007)**

Chairman Waldman called for approval of the August 30<sup>th</sup> meeting minutes. Commissioner Waters moved approval of the minutes. Commissioner Cascella seconded the motion. A vote was taken. There being no opposition, Chairman Waldman declared the minutes approved.

**CHAIRMAN'S REPORT**

General Remarks

Chairman Waldman stated that at last month's meeting the board approved a resolution for the Energy Performance Management Contract. We originally approved it in language that did not include all the factors that Ameresco and banc of America would like included. Therefore, a new resolution will be presented for approval later in the meeting.

Executive Director's Performance Evaluation

Chairman Waldman stated that following this meeting the Board would move into executive session to review the results of the Executive Director's performance evaluation.

Board Retreat Announcement

The Annual Board of Commissioners Training and Development Retreat has been scheduled for Friday, November 2<sup>nd</sup> through Sunday, November 4<sup>th</sup>. This event will be held at the Ocean Edge Conference Center in Brewster, Massachusetts. For the newer members, the Chairman stated the board used the facilities at Ocean Edge many times in the past for retreats. It is a lovely place. This year the retreat will consist of one full and two half days of training. We will begin on Friday afternoon and end at noon on Sunday. Accommodations have been arranged for Commissioners. Breakfast, lunch and dinner are included as part of the meeting package. The Chairman will be contacting Barbara Anton

(former Chairman Dr. Thomas Anton's wife), inviting her to attend the reception/dinner one of the evenings. Chairman Waldman stated this event is an excellent source of information for both long term commissioners as well as newer members.

### **COMMITTEE REPORTS**

#### **Budget, Finance & Audit Committee**

The committee did not meet.

#### **Asset Management/Capital Improvements Committee**

Commissioner Narducci briefed the board on the status of the energy savings project, completed testing of fire pumps at Parenti Villa and Carroll Tower as well as major projects currently underway and in development. He also distributed photos taken of the improvements at Hartford Park tower. [See the attached report.]

#### **Resident Services Committee**

Maria Gianfrancesco, Special Assistant to the Executive Director, reported on the Sherwin-Williams Painter Program stating the PHA was encouraged by the success of the program and has created a second training session which will begin in October. She also reported on the PHA's collaboration with Workforce Solutions, the status of HUD's Annual Customer Service and Satisfaction Surveys and ongoing Fire Safety Activities. [See the attached report.]

### **RESIDENT ASSOCIATION REPORT**

Maria Gianfrancesco, Special Assistant to the Executive Director, reported on the Fire Safety Activities currently underway as well as the Tenant Association Election status at each development. She stated site managers have been asked to identify potential candidates for inactive Tenant Associations at Roger Williams, Manton Heights and Section 8. [See the attached report.]

### **EXECUTIVE DIRECTOR'S REPORT**

#### **Monthly Management Report Highlights**

The Executive Director explained that the Monthly Management Report for July and August are included in the board packet. The Executive Director invited Commissioners to review these report and forward any questions to his office.

#### **Attention to Articles in Board Packet**

Each month one or more articles related to public housing will be included in each Commissioner's packet in order to provide Commissioners with information on housing issues. This month's packet includes the following:

- A formal report from Moodys Investor's Service affirming the Providence Housing Authority's MQ1 rating. The report provided details concerning the Housing Authority's strengths and challenges as well as a management analysis on its operations.
- An article in the Providence Journal on the surveillance cameras installed at the basketball courts inside the Chad Brown development and the new wireless digital communication system which enables the police to transmit information, including video, from their communications center to police vehicles allowing officers to better police the area.
- An article in the Providence Journal on a shooting which occurred on Manton Avenue. It should be noted that although this shooting occurred at the Manton Heights development, no where in the media was that fact mentioned, which we prefer.
- A letter from the Council of Large Public Housing Authorities (CLPHA), written in cooperation with the Public Housing Authorities Directors Association (PHADA) and the National Association of Housing and Redevelopment Officials (NAHRO) to the US House of Representative in support of the Public Housing Asset Management Improvement Act of 2007 (HR 3521).

Presentation of Employee of the Quarter Awards

The Executive Director introduced the Employee of the Quarter award recipients. He explained that employees may be nominated by their Department Director, Manager or another senior staff member. The following were recipients of the award:

He introduced **Glenda Caballer** as the recipient of the January 2007 Employee of the Quarter Award. Glenda began working for the Housing Authority as an Activities Assistant on 2/20/02. She was promoted to Computer Lab Assistant on 9/29/03 and promoted to Program Assistant on 10/12/04 and finally to Maintenance Security Dispatch Clerk on 10/17/05. Nominated by Jack Costa, Security Operation Manager, Glenda is described as an outstanding employee. She has stepped up to the plate covering for an employee out on a long term injury, basically doing to work of two people. She takes her responsibilities very seriously, is diligent in her tasks. She is a valued employee of the PHA.

He then introduced **Robert Thibodeau** as co-recipient of the April 2007 Employee of the Quarter Award. Robert began working for the Housing Authority as a Temporary Laborer on 6/20/88. He was promoted to a permanent Laborer position on 1/29/90 and Laborer II/CDL on 5/15/05. Nominated by Foreman Allan Pacific, Robert is described as an exemplary employee with a strong work ethic. He demonstrates strong loyalty to the PHA and takes ownership of his development.

Introduced as the other recipient of the April 2007 Employee of the Quarter Award was **Scott Franco**. Scott was hired as a Temporary Laborer on 4/6/98. He was promoted to a permanent position as a Maintenance Custodian on 11/23/98; promoted to Maintenance Aide/Truck Driver on 5/24/99 and finally promoted to his current position as Lead Laborer on 5/15/05. Nominated by both Marvin Carmody, Director of Asset Management, and Foreman Allan Pacific. Both agreed that Scott does an outstanding job keeping the grounds of Sr. Dominica Manor in excellent condition. The facility is always clean both inside and out. He completes all assignments with minimal assistance, has the complete confidence and respect of residents, is always willing to assist others and takes pride in his workmanship. He is an asset to the PHA.

Introduced as the Employee of the Quarter recipient for July 2007 was **Jacqueline Martinez**. Jackie, after working for the PHA through a temp agency was hire on 9/6/05 as the Telephone Operator/Clerk. She was promoted to Clerk Typist on 1/2/06 and promoted to Occupancy Resident Specialist on 9/11/06. Nominated by Michelle Rocchio, Tenant Selection Manager, Jackie is described as highly motivated, very capable, well organized, productive and responsible. She produces a tremendous volume of high quality work, accepts all assignments with enthusiasm. She is always working to improve her skills and increase her knowledge of PHA policies and procedures. Her fluency in both English and Spanish make her a vital member of the PHA staff. She represents the PHA with both professionalism and competence.

The Executive Director introduced **Kathleen Knight** as the Employee of the Quarter Award Recipient for October 2007. Kathleen was originally hired as a Program Intern on 9/11/95. She was promoted to Research Analyst on 4/1/96. Kathleen left the PHA on 9/25/98 to study abroad and was rehired on 12/4/00 as a Computer Technical Resource Specialist. She was promoted to Family Self Sufficiency Coordinator on 9/24/01 and finally to her current position as Education and Training Manager on 7/5/04. Kathleen was nominated by Marcia Sullivan, Director of Resident Services. Marcia states that under Kathleen's management, both the adult education and FSS programs have been significantly enhanced. We are able to offer more access to learning opportunities, reaching more people. Kathleen oversees outreach, recruitment and case management in our Section 8 Homeownership Program. There have been 15 home closings under her management. She goes above and beyond in the performance of her duties and is successful in getting her staff to do the same. She is delightful to work with. She always brings her good humor to even the most taunting or tedious tasks.

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 as well as their name on our master plaque.

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

#### Tentative Agenda for Board Retreat

The Executive Director distributed a tentative time schedule for the Board Training and Development retreat. Contents of this training will include board development training, strategic planning, internal and external analysis and where the PHA is going in the future. There will be a presentation on security operations which will be followed by a round table discussion. The regional administrator from HUD (Taylor Caswell) has been invited to attend to brief the board. The Executive Director stated these events have been very successful in the past and looks forward to a successful retreat this year.

#### Moody's Report: Assessment of Providence Housing Authority

The Executive Director stated that after formal review, Moodys Investor's Service has re-affirmed the Providence Housing Authority's MQ1 rating, stating the score reflects the Housing Authority's strong management team and experienced Board of Commissioners which continue to cultivate an environment with solid operations, sound financial management and good housing stock. This management rating is reflected in our bond rating. [See attached report].

#### Presentation: Facilities Needs Review Executive Report "Portfolio Analysis and Overview"

Changes in funding levels and budgets constraints has built up concern that funding for capital renewal, component replacement and deferred maintenance may be dwindling. The Housing Authority has engaged the services of Ameresco to develop a high level Life Cycle Model of their housing portfolio to review the extent of building component renewal. Over the past year, Ameresco has conducted an extensive needs assessment of PHA properties and has developed a plan designed to enhance decision making by utilizing best practices in asset management, make the optimal use of capital fund dollars, create awareness of additional funding needs and creates new funding strategies to maximize operational cost savings. A slide show was presented providing commissioners with an overview explaining how asset management works and life cycle costing.

### **RESOLUTION(S)**

#### Ratification of Resolution #4150

Resolution #4150 authorized the execution of the Energy Management Performance Contract with Ameresco. Ratification of this resolution is for the purpose of making a slight adjustment to the contact language. Commissioner Fields moved approval with Commissioner Cascella seconding the motion. After some discussion a vote was taken. There was no opposition by members present. Chairman Waldman declared the resolution passed.

#### Resolution #4151

This resolution formally acknowledges PHA employees receiving Employee of the Quarter awards in 2007. These employees are commended for their dedication and hard work to fulfill the mission of the Providence Housing Authority. Commissioner Cascella moved approval with Commissioner Castillo seconding the motion. After some discussion a vote was taken. There was no opposition by members present. Chairman Waldman declared the resolution passed.

### **OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

There was no new business to discuss.

**EXECUTIVE SESSION**

The Chairman accepted a motion from Commissioner Cascella which was seconded by Commissioner Waters to move to Executive Session at 5:50 p.m.

The Chairman accepted a motion from Commissioner Fields which was seconded by Commissioner Cascella to move out of Executive Session at 6:00 p.m.

**ADJOURNMENT**

There being no further business, Chairman Waldman accepted a motion to adjourn from Commissioner Cascella, which was seconded by Commissioner Waters, to adjourn the meeting at 6:01 p.m.

Submitted by:

Approved by:

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Kimberly Dawley  
Recording Secretary

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Stephen J. O'Rourke  
Executive Director