

**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING: December 1, 2011**

PHA Conference Room 100 Broad Street Providence, RI 02903

CALL TO ORDER

Chairman Waldman called the meeting to order at 5:12 PM.

ROLL CALL

The Executive Director called the roll:

Present: Absent:

Paul F. Waldman John Igliazzi

Dolores Casella Nicholas Narducci

Thomas Ryan Dorothy Waters (Excused)

JT Taylor Kevin Jackson (Excused)

Venez Madrid

Roger Giraud

Hilary Silver

Seven members were present constituting a quorum to conduct business.

APPROVAL OF MINUTES (10-27-11)

Commissioner Taylor moved to approve the meeting minutes of 10-27-11. The motion was seconded by Commissioner Cascella. The chairman called for a vote. The minutes were approved unanimously.

RESIDENT'S COMMENTS

There were no resident comments.

CHAIRMAN'S REPORT

Welcome to Annual Meeting

Chairman Waldman welcomed everyone to the meeting and stated that during the meeting the PHA would be honoring outside agencies who work with the PHA to provide services to our residents, along with the Employees of the Quarters and Year. He invited all to stay for a buffet dinner following the meeting.

COMMITTEE REPORTS:

Asset Management/Capital Improvements

Commissioner Madrid presented the report to be entered into the record. [See the attached committee report.]

Budget, Finance & Audit Committee

Commissioner Giraud presented the report to be entered into the record. [See the attached committee report.]

Resident Services Committee

Melissa Sanzaro, Special Projects Manager, presented the report to be entered into the record. [See the attached committee report.]

EXECUTIVE DIRECTOR'S REPORT

Monthly Management Report

The Executive Director presented the November MMRs to the board and indicated that all key performance indicators were positive with the exception of rent collections. He strongly suggested that the Commissioners look through them to see the details submitted by each PHA department.

Items in Board Packet

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

- An article about HUD Secretary Donovan's visit to Providence to tour the Olneyville neighborhood and see the success of the Neighborhood Stabilization Program.**

Partners Recognition Awards

Mr. O'Rourke announced that each year the Housing Authority honors organizations that collaborate with the PHA to provide services to residents. The following organizations were recognized for 2011.

- **R.I.S.E. (Rhode Islanders Sponsoring Education)**

One of the critical components of the new Youth Safe Haven (YSH) program, a program conducted by the PHA at Hartford Park and sponsored by the Eisenhower Foundation, is the provision of mentoring services for all 50 children who enroll. To fulfill this challenging requirement, the PHA partnered with Rhode Islanders Sponsoring Education (RISE), a local service organization that matches adult mentors with at-risk youth.

RISE staff recruits, screens, and trains potential mentors and then matches them with YSH participants. Mentors, who are all volunteers, visit the community center twice a week, for one hour, to work one-on-one with their mentees. RISE also assists YSH staff to coordinate monthly group mentoring projects.

During our partnership with RISE last year, 58% of YSH participants were matched with a mentor who provided one-on-one mentoring for an hour, twice a week. The program ran 42 weeks; that's 84 hours of mentoring annually per child, or 2,436 total hours.

In addition to the one-on-one mentoring, all 50 YSH participants participated in some form of group mentoring weekly and on average participated in the monthly Family Mentoring Night activities on the last Wednesday of each month.

The award was accepted by RISE Board President Tricia O’Neil.

- **Providence Police Department**

The department was recognized for its participation and assistance in funding the Youth-Police Initiative. The YPI is a three-week program that positively impacts the relationship between police officers and youth in our developments. The young people and the police train together and participate in facilitated discussions, team-building exercises and reality-based scenarios. From these experiences lasting relationships build that foster a deeper understanding between the police officers and the youth.

The award was accepted by Acting Chief Hugh Clements.

- **Special Signal Fire Association (Providence Canteen)**

The Special Signal Fire Association, also known as the “Canteen Truck,” was recognized for its continuous service to the Providence Housing Authority community.

Founded in 1968 and operating out of a station wagon, the organization responded to every major emergency incident in the greater Rhode Island area, providing food and beverages for first responders. Over the years the Association expanded their services and today two Canteen Units are manned twenty four hours a day, seven days a week, and are capable of providing over 1000 meals a day to both emergency responders and victims. The trucks are stocked and ready to respond to any type of incident, and make

approximately 500 runs a year.

Canteen units routinely respond to building fires, hazmat incidents, brush fires, police operations, searches, and training exercises in Rhode Island and Southeastern Massachusetts. Several PHA employees are active members of the Association.

The Special Signal Fire Association has been a good friend to the public housing community by providing staff and material for numerous hot dog roasts at the PHA developments for numerous events. In addition, during storms, the Canteen truck has provided warm beverages and food to staff members at the PHA. They have never refused a request from the PHA for assistance.

The award was accepted by President Paul O'Rourke.

Employee of the Quarters Awards

The Executive Director handed out awards to the four Employees of the Quarter for 2011. These employees also received an extra personal day, a check for \$100, and a letter of commendation. [See the attached report.]

- Tara Quinn, Employee of the Quarter, January 2011**
- Raymond Rigby, Employee of the Quarter, April 2011**
- Carlos Gomez, Employee of the Quarter, July 2011**
- Joseph Donato, Employee of the Quarter, October 2011**

Employee of the Year Awards

Mr. O'Rourke distributed awards to the Employees of the Year for 2011. This year three employees were selected, and no runners-up. These employees also received five vacation days, a check for \$500, and a letter of commendation. [See the attached report.]

- Alexandra Mendez**
- Carinel Ramirez**
- Jose Luis Suazo**

Employee Service Award

The Executive Director also handed out the Employee Service Award. This employee also received a check for \$100 and a letter of commendation. [See the attached report.]

- Daniel Murphy, Employee Service Award, 2011**

Annual Report Slide Presentation

Mr. O'Rourke narrated the Annual Report Slide Presentation which provided an overview of activities throughout the PHA Departments during the past year. [See the attached presentation.]

RESOLUTIONS:

Resolution #4206

Resolution congratulating the Employees of the Year and Quarter for their accomplishments. Commissioner Cascella moved approval with

Commissioner Taylor seconding the motion. A vote was taken. There was no opposition by members present. Chairman Waldman declared the resolution passed.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

There being no further business, Chairman Waldman accepted a motion to adjourn from Commissioner Taylor, seconded by Commissioner Madrid. The meeting adjourned at 6:25 PM.

Minutes Submitted and Approved By:

**Beth Herosy Recording Secretary Stephen J. O'Rourke
Executive Director**