CALL TO ORDER
Chairman Nicolas Retsinas called the meeting to order at 5:00 p.m.

ROLL CALL
Present:   Absent:
Nicolas Retsinas  Mary Kay Harris
Dolores Cascella  John Igliozzi
Jessica Cigna
Roger Giraud
Ricardo Patino
Hilary Silver
Gilberta ‘JT’ Taylor
Dorothy Waters
Thomas Ryan

Nine members were present, constituting a quorum to conduct business.

APPROVAL OF MINUTES
Chairman Retsinas asked for a motion to accept and approve the meeting minutes of 9/22/16. The motion was made by Commissioner Waters, seconded by Commissioner Cigna. The minutes were approved with a unanimous voice vote.

RESIDENTS’ COMMENTS
None

CHAIRMAN’S REPORT
Chairman Retsinas provided a special thank you to Dottie Waters (resident and commissioner) for hosting the meeting at her development.

EXECUTIVE DIRECTOR’S REPORT
Paul Tavares introduced Nancy Davis who has been contracted to do legal work for the Housing Authority. He then spoke about Barbara Jordan, a project based development in South Providence that has 74 units, which fell into disrepair recently. PHA is providing 33 relocation vouchers for residents of the development. Paul was extremely concerned that the other 41 vouchers would be lost. HUD is giving a budget allocation for the vouchers which will be added to our inventory of portable vouchers. Of the 33 tenant protection vouchers, 32 tenants have moved and found housing. The last resident is struggling because they were in a five bedroom apartment and they are having difficulty finding a suitable apartment for the tenant. PHA is cognizant of this issue and working with outside agencies to find housing for this family. The family has been offered 40+ apartments and has turned them all down.

Rhode Island Housing and HUD have expressed interest in renovating Barbara Jordan in order to preserve affordable housing in Providence. PHA would be interested in utilizing project based
Chairman Retsinas asked how many of the 33 residents with portable vouchers stayed in the same neighborhood. Donna De La Rosa replied that the majority of the residents stayed in the neighborhood.

Paul then spoke about bond refinancing. The application has been submitted to HUS for approval. If HUD approves, we are on target for the refinancing in January 2017.

Local 1217 of the RI Laborer's Union, the largest bargaining unit in the PHA, has ratified the annual wage/benefit offer. The Teamsters and Painters' have also ratified their contracts.

Regarding the Carpenters' Union, an unsuccessful mediation session was recently held with a Federal Mediator concluding with a second session to be scheduled. Should no agreement be reached we may go to arbitration. It must be noted that arbitration in non-binding for any and all financial matters. An additional mediation is currently being scheduled.

Paul then spoke about the recent violence occurring in the city. There was a murder at Hartford Park on October 12th. On October 17th there was a stabbing at Hartford Park. In both cases the victims were non PHA residents, but the suspect was a non-resident, but a boarder and lodger. On October 19th there was a shooting at Chad Brown which is still being investigated. The victim of the shooting does not seem to have been the target. The victim was visiting a resident when the shooting occurred and the victim is still in the hospital receiving treatment.

Chairman Retsinas asked Jack Costa (Director of Security Operations) to speak about the events. Jack stated that actual stabbing on October 17th did not occur on PHA property, but the victim was leaving Hartford Park. Jack states that the Chad Brown shooting is under investigation but they believe it was a drive by incident.

Paul then turns the floor over to Melissa Sanzaro to talk about the Section 8 waiting list and Jobs Plus.

The Providence Journal released an article on Sunday, October 10th titled “Providence Opens Housing Assistance Wait List,” written by Christine Dunn. The article has resulted in calls, questions and interest about the list. The public should be notified that the list is not open but stay tuned to the PHA and RI Housing Facebook pages and websites in order to stay informed. On Tuesday, October 11th, the Executive Director participated in a radio interview with Rhode Island Public Radio regarding the joint opening project.

The PHA and RI Housing JOINT WAITING LIST opening work plan is making forward progress but is dependent on the new software company, YARDI, selected recently. This element of the project is slow to develop but Rhode Island Housing is confident for a winter opening. The public outreach design is in the final draft format that outlines very detailed and informative public guidance. The list of community partners located throughout the state are meeting on Thursday, 10/13 to discuss the proposed marketing plan and opening plan in order to elicit feedback and solidify effective and efficient site openings. The November opening announced at the last update has been postponed for another 30 days.

Simultaneously, RI Housing is leading the charge on Rhode Island’s proposed state-wide, Section 8 wait list plan. The RI Housing team met with the Public Housing Association of RI (PHARI) in order to introduce the necessary steps for housing agencies to participate in a future, state-wide
list. PHARI has established an internal committee developed within PHARI to further develop this initiative and anticipates a summer 2017 completion date. The PHA’s joint list components have served as the “test pilot” for their future initiative.

The Providence Housing Authority is one of six public housing authorities in the country selected by the U.S. Department of Housing and Urban Development to participate in Jobs Plus, a federally-funded initiative to assist public housing residents enter the workforce. The PHA is excited and eager to launch the Jobs Plus Providence (JPP) program with $3M in grant funding over 48 months in the Hartford Park and Manton Heights family developments.

An extensive network of partners have joined forces with aligned visions to create the JPP program which aims to increase residents’ earned income and advance employment gains by effectively integrating the three main components of the Job Plus Initiative: employment related services, financial incentives and the creation of a network of peer and community “supports for work”.

The JPP program incorporates workforce development strategies to help the unemployed secure jobs by offering industry-driven training programs, apprenticeships, progressive education and credentialing pathways. The agency identified local partners to deliver comprehensive employment-related services in five areas: (1) employment readiness, (2) job training; (3) job placement; (4) job retention and advancement, and (5) work-enabling services.

“Removing barriers that may prevent residents from working is vital for creating stronger and more vibrant communities in Providence,” said Mayor Elorza. “I’m thrilled that families in our Hartford and Manton neighborhoods will greatly benefit from the employment services, training and resources that will be made available through the Jobs Plus Providence program.”

Jobs Plus Providence will maximize access to critical supportive resources among public housing residents such as child care, counseling and mental health services and citizenship preparation. The program will financially encourage participants through what is called earned income disregard, which allows increased earnings without increased rent for the grant period of 4 years.

Also vital to JPP’s success will be genuine resident engagement through the formation of a Mentor Advisory Board and the employment of four new Community Coaches. The PHA believes that community and peer involvement will be an essential ingredient for strategic program outreach and acceptance that will lead to achievable outcomes in the target sites.

The Jobs Plus Providence will offer public housing families an important opportunity to increase and sustain their level of employment and earnings. The funding from HUD will support a comprehensive and well-coordinated effort among committed agencies and public housing mentors to create a positive impact on our community and local economy.

The PHA is joined by 14 community partners in the JPP effort including the City of Providence, Providence/Cranston Workforce Solutions, Network RI, the RI Department of Labor, Family Service of Rhode Island, Boys & Girls Club of Providence, Children’s Friend and Service RI,
GroundWork Providence, RI Family Literacy Initiative, Stepping Up Rhode Island, the Genesis Center, Sherwin Williams, Building Futures and Comprehensive Community Action Program.

Paul then congratulated the team who put together the Jobs Plus grant for all the work they did. Commissioner Silver expressed that the PHA had a lot of foresight with the way they have been handling programming which set them up for success with the Jobs Plus grant.

**Budget & Finance:** Please see attached.

**Resident Services:** Please see attached.

**Capital Improvements:** Please see attached.

**Ad Hoc:** Please see attached.

**RESOLUTIONS:**
None

**OLD BUSINESS**
None

**NEW BUSINESS**
Prior to introducing representatives from the Department of Corrections, Melissa reviewed the information presented to the board during last months' meeting regarding re-entry.

The Department of Corrections presentation highlighted services, statistics and future plans of the re-entry initiative.

After the presentation, discussion took place regarding the logistics of implementing the new admissions policy. Concern was expressed with respect to the return of ex-offenders to our communities. Follow up to questions and concerns will be provided at the next meeting.

**Executive Session**
None

**ADJOURNMENT**
There being no further business, Chairman Retsinas accepted a motion to adjourn from Commissioner Cigna, seconded by Commissioner Patino. Said motion passed with a unanimous voice vote.

The meeting adjourned at 6:25 p.m.

**Minutes Submitted and Approved By:**

Lindsay Satti  
Recording Secretary

Melissa Sanzaro  
Deputy Executive Director
FINANCIAL HIGHLIGHTS

<table>
<thead>
<tr>
<th>Providence Housing Authority</th>
<th>Operating Summary - Major Programs</th>
<th>YTD September 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMPS</td>
<td>COCC</td>
</tr>
<tr>
<td>Operating Revenue</td>
<td>6,227,767</td>
<td>1,490,918</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>(5,588,323)</td>
<td>(1,093,290)</td>
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<tr>
<td>Operating Surplus/(Shortfall)</td>
<td>639,445</td>
<td>397,628</td>
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<tr>
<td>Non-Operating Expense</td>
<td>(1,637,796)</td>
<td>(34,020)</td>
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<tr>
<td>Debt Service</td>
<td>173,750</td>
<td>-</td>
</tr>
<tr>
<td>Net Operating Surplus/(Shortfall)</td>
<td>(824,601)</td>
<td>363,609</td>
</tr>
</tbody>
</table>

Operating Income

- Total YTD Operating Income for AMPs was just over $6.2 million (roughly $362k over budget).
- The HUD Operating Subsidy drawdown for the month of September was $1,236,548. Prorated at 89.76%

Operating Expenses

Operating Expenses (AMPs) YTD totaled just over $5.8 million or about 25% ($1.9M) below budgeted expectations. However, note that due to straight line allocation of FY2017 Budget Line Items. Comparison to monthly actuals will vary based on seasonality, amortization schedule behaviors, and operating priorities, as the year progresses it is expected that variances will trend closer to actuals (both for revenue and expenditures).

On a PUM basis, using a 5-month moving average, September presented a $715 PUM. The chart below tracks this 5-month moving average across the FY 2017 with a comparison to FY2016 levels. Due to the moving average, if the raw PUM value remains high (dashed line), this metric will continue to increase, the trend will be monitored.
COC

- Fee Income for the COCC is currently $1.4M, or 3% ($46k) below budget projections. The comparison presents that Fee-For-Service Skilled Labor billing is the primary drive of the shortfall to budget.
- COCC Expenses were below budget projections. The primary driver here is vacant positions within the COCC being included in the budget expenses, as these positions are filled actual should trend closer to budget going

Audit FY 2016:
- The PHA Un-Audited Financial Data Schedule (FDS) was submitted to HUD REAC and PHA is awaiting the review and acceptance from REAC.
- The RSM Audit Team is continuing their work on files provided and will be onsite for 2 weeks in October for the actual audit of our financials. The process has been moving along very well and we are expecting timely completion of the audit report

Section 8:
- HCVP Occupancy was very stable in FY2016 and continues to be as we move across FY2017 YTD. The cost per voucher/unit administered has varied as a function of 4 and 5 week (i.e. July) payroll cycles, and the efforts involved with maintaining and keeping the flow of eligible applications moving into the program for consideration.
- The table on the following page was developed per the members of the Finance Sub-Committee. It reflects:
  o HAP/UAP Cost per Unit (PHA Leases)
  o HAP/UAP Cost per Unit (Portability IN Leases)
- **Administrative Costs per Units (All Leases Administered)**

  This data will be presented monthly and trended to offer a baseline of financial efficiencies. (See Graphic)

- **MOD/Sub Rehabilitation:**

  The PHA has finalized, with approval from all stakeholders, the relocation of the Barbara Jordan II residents. These MOD Rehab vouchers will be changed to tenant protection vouchers within HCVP. The current MOD/Rehab Programs now represent 205 vouchers.

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**Grants:**

Obligations and Expenditures for open Capital Fund Program Grants are on schedule with HUD requirements.

Resident Service Grants are being maintained, billed, and serviced per compliance requirements.
RESIDENT SERVICES DEPARTMENT

Fund Development.

- **Jobs Plus Initiative (JPI)** – the PHA is one of six HAs nationally to be awarded a $3M HUD grant to implement the Jobs Plus Initiative (JPI). Our program locally will be called Jobs Plus Providence (JPP) and will target Manton Heights and Hartford Park residents who are unemployed or underemployed. JPP consists of 3 major components: Employment Services, Earned Income Disregard (EID) and Community Supports for Work. A Grant Agreement is in the works and more information will be available soon.

- **Met Life** – Director met with Genesis Center and Amos House who are taking the lead on preparing an application to support and expand FOC program/services. Rolling submission with implementation, if funded, is planned for 2017.

- **RIF Basic Human Needs** – Director is working on a proposal for RI Foundation grant funds to purchase or have built a food storage cabinet at Parenti Villa to accommodate the Senior Box Program. There is a rolling submission for this grant.

New Programs

- **VITA** – planning meetings continue for this new program to be housed at 50 LHA. The tentative schedule for our VITA site is M/W evenings (5-8 pm) and T/TH (9 am to 1:30 pm). Volunteer Tax Preparers are needed. Volunteer training will be provided in November here at 50 LHA (11/9 & 10; 11/16 & 17). With funding, we will soon hire a Site Coordinator, however, and several Greeters who can and should be residents if stipends are available (still waiting for confirmation on this). Site Coordinator training is scheduled for 12/8/16; 9 am to 4:30 pm at 40 LHA.

- **Accessing Home/AmeriCorps** – NeighborWorks RI and the RI Housing Network have secured funding to implement this program to educate and assist residents to become responsible tenants, avoid eviction and build community. The PHA is a partner in the coalition and has hired one full time AmeriCorps worker – Deanna Brown - to assist staff in RSD for one year. She is familiarizing herself with the PHA’s structure and RSD’s programs and services. She will be doing asset mapping to create a resource guide for residents and staff.

Program Updates

September Activities

*Resident Service Coordinator (RSC) Program*
• **Youth & Police Initiative (YPI)** – the first YPI planning meeting was held on 9/13. NAFI, PPD, RILS and Year Up attended. This session we will target at risk teen girls from Hartford Park and Manton Heights. Workshop and Graduation dates are confirmed; the Mayor has been invited.

• **Chronic Disease Workshop** – Federal Hill House (FHH) presented on 9/7 @ Hartford Park Tower and 9/16 at Chad Brown. Hartford Park had to be rescheduled.

• **A Matter of Balance** – this fall prevention program facilitated by FHH was conducted at Dexter on 9/8.

• **PVD Talks** - the new group session started 9/7 at Chad Brown and is going very well. Sorrel is applying for a NAHRO award for this program (applications due 11/28).

• **Walgreens** – provided free flu shots at Parenti Villa and Carroll Tower in September.

• **Providence College (PC)** - students have started ESL classes at Carroll Tower – themes include food and fitness, the arts and holidays. Students have created a survey to assess resident needs and interests this year.

• **RI Family Literacy Initiative (RIFLI)** – is providing free ESL classes at Manton Heights on T/TH for beginning level students.

• **Bread Donations** - Ramon received a donation of 600 bags of bread and pizza strips yesterday. She will use the new donation sheet to record this donation. Peace in Providence has also donated food items at Chad Brown.

**Adult Education & Training Programs**

• **AE Classes** - outreach/recruitment, registration and testing took place in September.

• **Sherwin Williams Painter Training** – the next session is scheduled for the week of 10/17.

**Financial Opportunity Center (FOC) Program**

• **Stepping Up RI** – Josselyn and Veronica conducted an FOC orientation for SURI; 11 clients were enrolled in September.

• **Women in Business Seminar** - 8 participants took part in this seminar that was held at ETC in September; Center for Women and Enterprise wants to expand the seminar.

**Family Self Sufficiency (FSS) Program**

• **Homes Purchased** - one of Elia’s public housing clients bought a house in September.

• **FSS Convening** – a gathering of FSS Coordinators and supervisors was held at the Coventry Housing Authority on 9/19. Staff discussed similarities and differences between FSS programs, best practices, and changes in the 58 and how they affect PIC. Elia and Sonia and Cheryl attended.

**Upcoming Events**

**Resident Service Coordinator (RSC) Program**

• **Health Fairs** – are planned for October at three of our family developments as follows:
  - 10/4 @ Hartford Park (4-6 pm)
  - 10/5 @ Manton Heights (4-6 pm)
  - 10/12 @ Codding Court (1:30-3:30 pm)

• **Olneyville Fall Fest** – is scheduled for Saturday, 10/15 from 1-3 pm; RSD staff will have an information table.
• **BGC Open Door Program** – will start at Chad Brown and Manton Heights 10/11.
• **Chronic Disease** - this program facilitated by FHH began on 10/5 at Hartford Park.
• **RI Legal Services** - will do a presentation at Hartford Park on 10/20.
• **Elmwood Avenue Adult Day Care Center** - will talk to residents about their programs/services at Carroll Tower (10/19) and Parenti Villa (10/25); Dominica date TBD.
• **AARI** – Julius will meet with the PC at CB on 10/19 at 3 pm re: bucket gardening.

**Adult Education & Training Programs**

• **Orientations** – will be held at 50 LHA on Tuesday 10/11 for day time students and Wednesday 10/12 at 5:30 pm for evening students.
• **Classes** - will officially begin on 10/17 for both day and evening classes.

**Financial Opportunity Center (FOC) Program**

• **Homeownership Exploration Seminar** - will be held at Manton Heights on Friday, 10/7.
• **Evening for Homeowners** – A local contractor will be the guest speaker at this event; date TBD at end of October.
• **State Jobs Workshop** - with Victor Mendoza is scheduled for 10/18 from 10 am - 12 pm here at 50 LHA in the conference room; flyer coming soon.

**Family Self Sufficiency (FSS) Program**

• **Wall of Fame** - graduates who have successfully completed the FSS program will be featured on a new bulletin board to be hung outside the FSS pod soon.
• **FSS Success** – a spring celebration to honor recent FSS graduates is being planned.

**PROFESSIONAL DEVELOPMENT (PD)**

• **NARSSHA Conference** – Bartola and Leslie attended the RSC conference held in New Orleans in September. They reported out on the conference at our staff meeting. Highlights included:
  o **Strategic Planning** – Baltimore HA presented on the importance of strategic planning and engaging all agency staff in the development of common goals and objectives.
  o **Access to Healthy Food** – discussion around the need to provide healthy food choices for residents in public housing at meetings, events, in vending machines, etc.
  o **Nonprofit Fundraising** – one of the workshops talked about the value of having a 501©(3) imbedded in Resident Services. The PHA’s PCOC is already in place, but we could certainly do a lot more with that entity around fundraising.
  o **ROSS Service Coordinator Grants for RAs** – RAs can apply for ROSS funding to support a resident RSC. Lisa C. is going to look into this further.
  o **Youth Councils** – Leslie was impressed with a workshop on the importance of engaging youth ages 13-24 in leadership roles; ideas for elderly/disabled residents mentoring youth to decrease crime and delinquency were discussed.
  o **CNI Housing Tour** – the tour of model housing being developed as part of New Orleans’ CNI was enlightening; the mixed income units were very beautiful.
SPECIAL PROJECTS


PHA WEBSITE:

During September 2016, the PHA sought three proposals for Black Door Creative, Boyle Design and Lakuna Designs. Unfortunately, Lakuna Design does not work in Word Press and therefore is no longer being considered as a designer option. The other two agencies submitted proposals and interviews will be conducted with each on Tuesday, October 18th.

Specifically the selected firm must take over where the first phase contract ended. The recently completed phase I contract included:

- A redesign of the PHA website within the WordPress platform
- Site organization
- Page creation with content provided by the PHA

The PHA is seeking services to complete the website, provide staff training to allow for PHA self-sufficiency to make content updates and finally, site implementation. Additionally, the PHA would like the company to provide design and coding services for structural changes on an “as needed basis” and to provide minor design changes.

The PHA will choose a website designer by the end of October 2016.

GRANT UPDATES:

Health Equity Zone (HEZ) Grant: Through monies from One Neighborhood Builders, funds will be utilized to host two rounds of the Youth Police Initiative (YPI) Program. The program is conducted in partnership with the Providence Police Department and the North American Family Institute (NAFI). This first round is a Girls’ YPI session for the residents of Manton Heights and Hartford Park. Upon the YPI’s completion, there will be a graduation press event that will take place on Wednesday, November 9th. Invites will be created and distributed.

RI Department of Transportation’s Seatbelt Safety Grant (2015): Throughout September 2016, post-program surveys were distributed. Resident Advisory Board members assisted with the surveying process. The Project Coordinator collected the surveys, analyzed the results and input the data into a spreadsheet. The post-program data demonstrated an increase in the percentage of residents who think wearing a seatbelt is important from 91% to 99%. Also increases were recorded in residents’ seatbelt use from 62% to 84% and in residents’ knowledge of RI seatbelt law from 90% to 96%. Eighty three residents participated. Please see the results below:

<table>
<thead>
<tr>
<th>Protect Providence with One Click</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Surveys Returned</td>
</tr>
<tr>
<td>1. How often do you wear your seatbelt when you’re driving?</td>
</tr>
<tr>
<td>ALWAYS</td>
</tr>
<tr>
<td>SOMETIMES</td>
</tr>
<tr>
<td>NEVER</td>
</tr>
<tr>
<td>2. Do you think wearing your seatbelt is important?</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>3. How often do you make sure that kids are buckled up safely when in the car?</td>
</tr>
<tr>
<td>ALWAYS</td>
</tr>
<tr>
<td>SOMETIMES</td>
</tr>
<tr>
<td>NEVER</td>
</tr>
<tr>
<td>4. Do you believe that your child's car seat/booster seat is age and weight appropriate?</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>NOT SURE</td>
</tr>
<tr>
<td>5. Did you know that always wearing a seatbelt as a driver or passenger is the law in RI?</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
</tr>
</tbody>
</table>
On September 21\textsuperscript{st}, a final presentation was given to the PHA’s Resident Advisory Board (RAB) during the month of September detailing the work that was completed throughout the grant period. During the meeting, residents received information in the form of pamphlets highlighting Elder Driver Tips and Tips for the Parents of Teen Drivers. Also, residents were reminded of the importance of wearing a seat belt while driving. Residents shared stories about their experience with seat belt use and how it has affected their lives. Resident leaders provided feedback and had positive comments regarding the importance of the information presented during the grant period.

The Project Coordinator and the Software Developer worked together on the continuous updates of the ProtectProvidence.com website. Numerous RIDOT pamphlets and flyers were added to the website. Such as: Parents of Young Drivers pamphlet, RI Older Drivers pamphlet and Did You Know: Crosswalk Safety, Did You Know: Cyclist Safety, Did You Know: Driver Contact, Did You Know: Every Seven Minutes, Did You Know: Walk Facing Traffic, Did You Know: Elder Pedestrian Safety and Did You Know: Helmet Safety.

The Project Coordinator and Grants Manager worked to ensure financial reports were finalized for the end of the grant period. The Project Coordinator also worked to prepare all documentation and reporting for the end of the grant.

The grant period ended on September 30, 2016. The Project Coordinator began creating a final report that will be finalized and sent to RIDOT by October 15\textsuperscript{th}.

**RI Department of Transportation’s Seatbelt Safety Grant (2016):** The PHA was awarded $32,903.00 in funds to continue the Protect Providence with One Click Seat Belt Safety Grant Program. The goals of this grant period are to: increase seatbelt usage through expanded culturally-sensitive/multi-lingual education, promotion and outreach and resident engagement, expand driver safety and awareness programming to specifically target elderly drivers and expand driver safety and awareness programming to specifically new/young drivers.

On October 5\textsuperscript{th}, the Project Coordinator attended an informational meeting for all 2016 grantees, during the meeting attendees were informed of a few reporting changes including monthly reporting dates, reporting forms and other procedures. More updates will follow.

**RESIDENT ADVISORY BOARD (RAB):**
A RAB meeting was held on Wednesday, September 21, 2016. During the meeting, members received presentations on the Section 8 Joint Waitlist Opening and Reentry Initiatives Updates. Also, updates were provided regarding the PHA’s Board of Commissioners-Resident Nomination Process and the RI Department of Transportation Grant. RAB members were asked to assist with the post-program survey distribution. Those who participated will be entered into a raffle to win gift cards. The drawing will take place during the October 19\textsuperscript{th} meeting. Also, please note the Annual Planning process will begin in November 2016. Details regarding the change will be discussed during the October meeting.

**FOOD ON THE MOVE FRESH PRODUCE TRUCKS:**
- The produce trucks continue to visit the PHA’s high-rises during the first two weeks of each month.
- A standard schedule has been created. The food truck will visit Dexter Manor and Dominica Manor on the first Monday of every month and Parenti Villa and Carrol Tower will be visited the first Tuesday of every month.
- On October 5\textsuperscript{th}, PHA staff attended a Community Advisory Board (CAB) meeting. Attendees discussed and evaluated the program and provided feedback to the Food on the Move regarding program improvements. Next meeting will take place in January 2017.

**SMOKE FREE POLICY WORKSHOP PARTICIPATION:**
On September 29\textsuperscript{th}, a workshop was held in the 40 Laurel Hill Training Room. Topics included: Rhode Island adult smoking data, exposure to secondhand smoke and disparities, available cessation services, health systems change, cessation promotional resources, recommended steps to adopt a smoke free building policy, policy provisions, strategies to communicate and effectively implement a no-smoking building policy, engaging residents in the process, strategies to bolster compliance, legal issues, reasonable accommodations enforcement strategies and lessons learned from other properties. SPO presented information regarding resident engagement. Approximately, 24 representatives from distinct agencies were in attendance.

Next Steps for Manton Heights:
- Send Resident Letter
- Add FAQs to looping videos
- Provide management staff with FAQs for display
FY 2016 ANNUAL REPORT
The format of the Annual Report will be changed from last year. Directors will create a Year End Report that will include cumulative data, highlights, trends and appropriate comparisons for the past fiscal year. The FY 2016 YEAR END REPORT will be mostly data-driven. From this report, each Department will identify the most compelling projects or key factors that will then be extracted and placed into a promotional “puff piece” format. More details and guidance will follow.

RESIDENT ASSOCIATIONS & PLANNING COMMITTEES UPDATE:
Legislative Grants Update:
Carroll Tower:
The Carroll Tower community received a check from Representative Edith Ajello in the amount of $1,500 in order to host next year’s May Breakfast, a summer BBQ and to purchase board games. Also, Senator Goodwin provided the Carroll Tower community with an additional $2,000 in funds in order to offset the purchases of new stove and Safe-T Elements.

Dexter Manor:
Residents have submitted a request to Representative Christopher R. Blazejewski in order to fund the creation of a mural in the community room and to host a May Breakfast Event. Approval is pending.

Dominica Manor:
The FY 2016 – FY 2017 Representative John Lombardi funds are currently available and have been proposed for skill-based classes (resident requested-art classes), community-wide celebrations and community beautification.

Kilmartin Plaza:
A check from Representative Scott Slater was received and the funds will be used to conduct art classes and purchase art supplies. Also, a May Breakfast will be hosted.

Manton Heights:
A check from Representative Raymond Hull was received and will the funds will be used to purchase Holiday toys for the children of Manton Heights. The funds total $2,000.

Parenti Villa:
The FY 2016 – FY 2017 Representative John Lombardi funds ($2,500) are currently available and have been purposed to purchase food and supplies for the food pantry.

Also, PHA staff is working to complete a RI Foundation Grant ($5,000) in order to purchase/build cabinets for the storage of the Senior Program Box Lunches. More updates will follow.
Major Projects Underway

- All parking areas and speed bumps have been painted and re-stripped at Hartford Park; this was a combined effort by the FM, Security and Property Mgmt. Dept.’s.
- A 2” cast iron waste line was cracked and replaced at Carroll Towers; this was performed by Coyne Plumbing as an emergency repair.
- A contract was awarded to O’Brien and Son’s to replace the flooring at all playgrounds at Codding Court; date of construction to be determined.
- A&E services are complete for the vinyl siding of several buildings at Hartford Park; plans have been created and bids will be advertised shortly.
- RISE Engineering has contacted the Authority and will be providing attic and basement insulation, LED bulb and fixture replacement, smart control installation for domestic hot water pumps and possible refrigerator replacement at no cost to the Authority. A walkthrough was scheduled for 10/18/16 at Hartford Park.
- Further information will be provided in the Monthly Management Report.
- The automatic fire sprinkler installation project for the high rises is currently in the planning stages; funding efforts are being explored.
- Extensive repairs and floor replacement continue at Scattered Sites; these are being performed by Union Hall Carpenters and Painters.
- An RFP is currently being written and will be advertised shortly for our vehicle leasing program 13 vehicles are up for renewal in September.
- The PHA has been awarded a $25,000 CDBG Grant from the City of Providence to install 2 new hot water boilers at Manton Heights; additional costs of the project will be paid through Capital Funds.
- Plans are being explored to vinyl side and paint several buildings at Hartford Park.
- The Authority is currently working with National Grid for funding to upgrade the heating system at Roger Williams.
- An RFP is currently being created for vinyl siding and porch replacement at several Scattered Site bldgs.
- The relocation project of three electrical sub stations at Admiral Terrace is underway; construction is on schedule and is expected to be completed by mid-November.
- An RFP is currently being created for vinyl siding and porch replacement at several Scattered Site bldgs.
- Numerous roof repairs were made at Manton, Hartford and Carroll Towers through a contract awarded to Dome Construction.
- A sink hole at Carroll Towers was repaired and the asphalt in a handicap parking space was replaced at Parenti.
ADA HOC COMMITTEE

MEETING NOTES

Wednesday, October 12th, 2016  5PM-6PM

PHA Board Room, 100 Broad Street

Attendees:
Chairman Nic Retsinas
Chairwoman Jess Cigna
Paul J. Tavares, Executive Director
Melissa Sanzaro, Deputy Executive Director
Donna DeLaRosa, Director of Leased Housing
Absent: Vicechair Ryan and Chairwoman Waters

1. July Meeting Minutes Approval:
   Approved

2. Statewide & Joint Opening Wait List Updates:
   RI Housing (RIH) and PHA JOINT LIST updates were provided by Ms. Sanzaro. The main delay with the Joint Wait List Opening is the software company (Yardi) development delays. As RIH is leading the charge and they are confident, based on the company’s capacity, that this is a short-lived delay. Committee members noted that the holidays are approaching. Chairman Retsinas asked how the RIH/PHA wait list’s marketing materials compare to other housing agencies who had online applications. Ms. Sanzaro agreed to collect a sampling. See attached results.

   The CENTRALIZED/STATEWIDE LIST updates were also provided by Ms Sanzaro. In the future statewide waiting list, RIH will implement many of the same processes used for the RIH and PHA JOINT WAIT LIST opening. Yardi (the software company) will coordinate the wait list’s online applications. RIH staff met members of the Public Housing Association of Rhode Island (PHARI) in September and outlined the requirements of implementing a Rhode Island, centralized list to include the revision of their Annual and Section 8 Administrative Plans and released a survey for housing authorities. The statewide project is being supported at the state level and is also utilized in Massachusetts, Maine and Vermont. Chairman Retsinas asked if there was any reason why a housing agency would not join the centralized list and the answers were (1) potential costs, (2) the perception of loss of control of wait list and (3) some agencies want to stay with paper applications.

3. Budget Authority for Barbara Jordan: (41) vouchers:
   Of the total 74 PBVs at Barbara Jordan 2 administered by the PHA, 33 families who lived in the occupied units were provided Tenant Protection Vouchers. Of the 33 vouchers, 32 households were successfully relocated by the Leased Housing Department. One resident is having a hard
time finding a unit. The team agreed to investigate and pursue other resources to assist this relocation if possible. HUD provided the PHA with the budget authority for the remaining 41 unoccupied units in the Housing Choice Voucher portfolio.

4. Discuss potential target population & RFP approach/release date:
   - The committee reviewed the available cap for PBVs at the PHA (310 units) and also discussed the new 2016 Housing Opportunities Through Modernization Act (HOTMA) guidelines that increase housing authority PBVs by an additional 10% if designated for housing the elderly/disabled/veterans/homeless and located in certain census tracks.
   - National statistics for PBV rates were discussed (526 public housing authorities showed an average of 10% PBVs while MTW agencies averaged 13%).
   - There was discussion about releasing an RFP that included a target population or was it beneficial to release a general RFP that included ranking criteria for serving special populations, offering supportive housing and located in non-traditional subsidized housing areas of Providence.

5. Next Steps:
   - Follow up on comparison of wait list marketing material.
   - Follow up on the remaining family at Barbara Jordan 2.
   - Create a draft RFP and criteria for RFP and determine # of PBVs and timing of release (timing in line with wait list opening).