

East Providence Housing Authority

REGULAR MEETING

December 14, 2010

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at 5:00PM by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Paul Tavares and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Marianne Barao, Commissioners Antero Braga, Dorothy Tillou, Lynn Vargas and Executive Director Paul Tavares. Commissioners Faria and Palumbo were excused.

APPROVAL OF MINUTES:

Regular Meeting – September 21, 2010, Motion by Commissioner Barao to accept the minutes as presented, Second by Commissioner Braga. All Commissioners voted aye.

PRESENTATIONS:

None

DIRECTOR'S REPORT:

Executive Director Tavares reported on the following:

- **Cycle Painting:**
As part of the EPHA Cycle Painting Program, *painting of apartments at least every seven (7) years*, a total of 153 units have been targeted for painting. As of this meeting 10 units at Warren Avenue Apartments have been painted, thus completing all the units to be painted at Warren Avenue. As of Friday, December 17th, 31 units will have been painted at Goldsmith Manor, thus completing all the units to be painted at Goldsmith Manor. There are 67 units at City View Manor and 45 units at Harbor View Manor remaining to be painted. Executive Director Tavares complemented Freeport General Contractors on their work to date as we have not had and complaints concerning this project.
- **Harbor View Manor Hallway Restoration Project:**
All preliminary lead and asbestos abatement reports have been completed and the project is proceeding as planned.
- **Refrigerator Replacements:**
Director Tavares informed the Commissioners that the EPHA had been invited by email on 11/18/10 to participate in the *Energywise Conservation Program* sponsored by the National Grid Company

and managed by RISE Engineering. Participation required a very quick response and the ability to complete the project by 12/16/10. We agreed and did participate with the end result being that EPHA received 235 free refrigerators and numerous light bulb replacements. The new refrigerators replaced appliances that were 10 years old or older. 71 refrigerators were replaced at Goldsmith Manor, 74 at City View and 91 at Harbor View. This represented a cash value to the EPHA of **\$106,650.00**. Director Tavares commended all the members of the maintenance staff, including retirees who were called in, for all their hard work. Commissioner Braga and the other Commissioners commended Director Tavares for his efforts.

- 2009 PHAS Score

Director Tavares reported on the annual process known as the PHAS Score, *Public Housing Assessment System Score*. He explained how that scores of 60 or below identify an agency as a “Troubled” Housing Authority and would require extensive reporting and monitoring, 61 through 89 are “Standard Performers” and 90 through 100 are “High Performers”, entitled to certain privileges such as increased funding opportunities. He indicated that we received notice that our 2009 Score was an 89. Although pleased with an 89, he indicated disappointment that we had been a 90 or “High Performer” the previous year. He submitted for the Commissioners information the following history:

<u>EPHA - PHAS Scores</u>						
<u>Year</u>	<u>Physical</u>	<u>Financial</u>	<u>Management</u>	<u>Resident</u>	<u>Score</u>	<u>Maximum</u>
1998	30	27	30	10	97	100
1999	22	26	26	9	83	100
2000	19	30	26	9	84	100
2001	29	29	27	9	94	100
2002	29	30	28	9	96	100
2003	25	26	29	9	89	100
2004	25	27	27	7	86	100
2005	19	27	27	9	82	100
2006	24	26	28	9	87	100
2007	24	28	29	9	90	100
2009	28	27	25	9	89	100

- Staffing

Director Tavares informed the Commissioners that he had hired Honorio Pascoa of East Providence to replace retired maintenance worker Manuel DaRosa. We received in excess of 100 responses to our advertisement for this position. Mr. Pascoa

not only has maintenance experience, he is a Rhode Island licensed electrician which will be of benefit to the Housing Authority. Director Tavares further informed the Commissioners about staff shortages as we have maintenance worker David Bairos who underwent shoulder surgery and is expected to be out for four months and an office employee in the Section 8 division who continues to be out. He noted Terry Correia's efforts in maintaining the work load in her division. He also noted that litigation may be required to resolve that particular personnel issue. Commissioner Vargas questioned how the staff shortages were being managed. He responded that Gary Victoria was serving in a full time, temporary employee position to assist with both the FSS and Section 8 programs and that arrangement will be extended. Retired maintenance workers under the 75 day rule and sub-contractors were being used to assist in maintenance.

The Director's report was approved with a motion by Commissioner Braga and a Second by Commissioner Vargas.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus reported that there were 8 vacant units at Harbor View, 2 at Goldsmith, 3 at City View and 1 duplex unit for a total of 14. Several vacant units have approved applicants waiting final completion. She noted that there had been numerous refusals for efficiency units and other applicants were refused entry due to failure to pass a security check. Commissioner Vargas raised questions and concerns about the vacancies and length of time for certain vacancies. This led to further discussion in which Commissioners Smith, Braga and Barao also participated. Director Tavares spoke to the challenge involved with leasing the very small units and possible cure for that by combining smaller units with adjacent units. This would require HUD approval and other than normal operating capital. Discussion was also held about applicant's background security checks and other security issues. A motion was made by Commissioner Vargas, seconded by Commissioner Tillou to accept the Public Housing Vacancy Report.

SECTION 8 OCCUPANCY REPORT

Commissioner Barao made a motion, Second by Commissioner Vargas to accept the report as presented by Section 8 Coordinator Terry Correia. In her report she noted that four (4) new vouchers had been issued and that 431 applicants remained on the waiting list as of 9/15/2010. She also informed the Commissioners that 26 pending applicants were contacted on 9/2/2010 with 23 responses. Of the 23, 4 were either not interested or not income eligible. She also informed the Commissioners that unfortunately we did not win the HUD special competitive grant for housing vouchers for non-elderly disabled persons to which we had applied. Director Tavares then spoke to the Commissioners about our overall commitment and obligation to family housing. He indicated that he would be proposing the transfer of available and useable funds to increase the number of vouchers issued. The motion to accept the report as presented was approved by a unanimous vote.

FSS Program Update

None

PAID BILL REPORT

Director Tavares presented the following paid bill reports and he highlighted and explained several of the expenses:

October, 2010 \$ **102,412.79** Commissioners Braga and Barao moved to approve:

November, 2010 \$ **133,825.21** Commissioners Braga and Vargas moved to approve:

Both motions were approved by a unanimous vote.

UNFINISHED BUSINESS:

None

REQUISITIONS:

None

APPROVALS

None

RESOLUTIONS:

#470 - Approval of the Public Housing Assessment System (PHAS) Management Operation Certification for fiscal year ending September 30, 2010.

Commissioner Barao moved that Resolution 470 be finally adopted as introduced and read. This motion was seconded by Commissioner Tillou with the following Commissioners all voting in favor of the motion: Commissioners Smith, Barao, Braga, Tillou and Vargas. Chairman Smith declared the Resolution finally adopted.

Commissioner Barao moved to ratify the passage of Resolution #470 as of November 19, 2010. This motion was seconded by Commissioner Braga and passed by the affirmative vote of Commissioners Smith, Barao, Braga, Tillou and Vargas. Chairman Smith then declared Resolution 470 ratified as of November 19, 2010.

ADJOURNMENT

After Chairman Smith gave everyone best wishes for happy holidays and a healthy and prosperous new year, Commissioner Barao moved and Commissioner Tillou seconded a motion to adjourn the meeting at 6:05PM. Said motion was approved.

Respectfully submitted,

Paul J. Tavares
Executive Director/Secretary
Transcribed by pjtavares