

East Providence Housing Authority

REGULAR MEETING

March 15, 2011

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, Lynn Vargas, Commissioners Antero Braga, M. Luci Stoddard, Dorothy Tillou, and Executive Director Paul Tavares. Commissioners John Faria and Anthony Palumbo were excused.

APPROVAL OF MINUTES:

Regular & Organizational Meeting – February 15, 2011, Motion by Commissioner Stoddard to accept the minutes as presented, Second by Commissioner Braga. All Commissioners voted aye.

PRESENTATIONS:

Exterior Building Improvements – City View Manor
Hallway Restorations – Goldsmith Manor

Director Tavares requested that these items be discussed under “Director’s Report” or “New Business”.

DIRECTOR’S REPORT:

Executive Director Tavares reported on the following:

- Kent Farm Village – Housing Choice Vouchers:
Director Tavares updated the Commissioners as to the ongoing project of absorbing Housing Choice Vouchers from Kent Farm Village. To date, 111 letters have been sent to the existing Kent Farm voucher holders, criminal background checks are being performed and individual interviews have been scheduled for Saturday, March 26, 2011. Although Terry Correia is presently on vacation, she continues to manage this project with the assistance of Gary Victoria, who was present at this meeting and recognized for his efforts.
- Staffing:
Employment ads were placed in the *Providence Journal*, *Providence American*, *Providence En Espanol*, *The East Providence Post* and the *Portuguese Times*. This information has been widely spread through the various employment opportunity web-sites. As of Monday, 3/14/11 we have received 159 responses, notably, 149 through electronic media, “i.e.” email etc., and only 10 via letter of fax. It is our intent to hire at least two individuals to perform clerical and administrative functions with the flexibility to work in all our programs. One hire would be to replace the EPHA employee who is out and is not expected to return and the second to assist with the additional workload from the Kent Farm Village transaction. A third may be hired as a consolidation of the FSS Coordinator and other functions.
- Cycle Painting:
The cycle painting project is ongoing with the work completed in all but Harbor View Manor. It is proceeding satisfactorily and as planned.

- Harbor View Manor Hallway Restoration Project:
The work is ongoing, satisfactorily and as planned. Our next Commissioner's meeting to take place at Harbor View should be in May. We will plan an inspection of the work and tour vacant units immediately follow that meeting.

- Meeting Minutes on Line:
Director Tavares informed the Commissioners that the approved minutes of the EPHA Commission Meetings, going back to October, 2008, are now on the Rhode Island Secretary of State's Web-Site. In the spirit of open government and transparency this practice will continue. He did note that the EPHA has been posting the meeting notices on line for several years.

- Financial Issues:
Director Tavares informed the Commissioners of the proposed 2012 Federal Budget and how it could impact our agency. The budget if approved as proposed could have a 40% (\$200,000.00) negative impact to our annual capital fund grant, a 20% (\$36,700.00) negative impact to the Section 8, Voucher Program, annual administrative fee grant and an unknown recapture amount of EPHA operating reserves. He stated that many changes could occur as the budget goes through Congress and we may not have final numbers until October. He said that the last issue is the most alarming as it is quite contrary to past practice. In the past, housing agencies were encouraged and rewarded for being prudent managers and building operating reserves. If the recapture is enacted it would actually penalize us for our previous success. The final outcome as to how much in reserves remain will dictate our ability to deal with any of the other cuts and manage future operations and capital projects. He then suggested that he be allowed to discuss the two items on the agenda under "Presentations" as they relate to this issue.
 1. Exterior Building Improvements – City View Manor
The Commissioners reviewed a proposal of services from Castellucci, Galli Corporation to provide specifications and plans to replace windows, water seal, make masonry repairs and other exterior improvements to City View Manor. Proposed architectural services and final construction work would be broken into various options as to size and scope of work. Director Tavares recommended engaging Castellucci to do this work and to obtain actual construction bids. We would then have the necessary information either to defend retaining our reserves and utilize same for this work or to explore other means of payment or financing, including 2010 Capital Fund Grant.

Commissioner Vargas moved with a second from Commissioner Tillou to engage Castellucci, Galli Corporation to proceed with said work inclusive of all options. Estimated A/E Fee: (Option I or II \$34,500.00 and Option III \$38,500.00). Said motion was unanimously approved on a roll call vote.

 2. Hallway Restoration – Goldsmith Manor
Commissioner Braga moved with a second from Commissioner Stoddard to authorize Director Tavares to explore the feasibility of restoring the hallways at Goldsmith Manor. This would include painting and carpet replacement. He is to review the recent bids for comparable work or seek additional solicitations

to ensure a competitive process. Final approval will require Board approval. Said motion was unanimously approved on a roll call vote.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus reported that there were 7 vacant units at Harbor View, 4 of which are assigned and pending lease signing, 3 at Goldsmith which may be leased this week, 8 at City View, 4 of which are assigned and 3 duplexes for a total of 21. A motion was made by Commissioner Braga, seconded by Commissioner Tillou to accept the Public Housing Vacancy Report. Motion carried.

SECTION 8 OCCUPANCY REPORT

Commissioner Stoddard made a motion, Second by Commissioner Tillou to accept the report which was passed out at the meeting. The motion was approved by a unanimous vote.

FSS Program Update

None

PAID BILL REPORT

Director Tavares presented the following paid bill report:

February, 2011 - \$ 228,714.56. He pointed out that of that amount, **\$101,017.01** represented annual insurance premiums for Workers Compensation, Liability and Property insurance. Commissioners Stoddard and Vargas moved to approve: That motion was approved by a unanimous vote.

UNFINISHED BUSINESS:

None

REQUISITIONS:

None

APPROVALS

None

RESOLUTIONS:

None

FYI

Director Tavares referred the Commissioners to the 3 items which had been sent to them;

- Copy of a letter sent to East Providence elected officials
- 4 Month Financial Report 10/01/10 through 01/31/11
- Public Housing & Section 8 Program, qualifying income limits and rent schedules

ADJOURNMENT

Commissioner Braga moved and Commissioner Stoddard seconded a motion to adjourn the meeting at 5:50PM. Said motion was approved.

Respectfully submitted,

Paul J. Tavares
Executive Director/Secretary
Transcribed by pjtares