

East Providence Housing Authority

REGULAR MEETING

December 20, 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 Theresa Correia and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, Antero Braga, Patricia Diffley, M. Luci Stoddard, Dorothy Tillou and Executive Director Theresa Correia. Excused: John Faria

APPROVAL OF MINUTES:

Regular Meeting – November 22, 2011. Motion by Commissioner Vargas to accept the minutes as presented, Second by Commissioner Tillou. All Commissioners voted aye.

Executive Session – November 22, 2011. Motion by Commissioner Tillou to accept the minutes as presented, Second by Commissioner Vargas. All Commissioners voted aye.

PRESENTATIONS:

None

DIRECTOR'S REPORT:

Director Correia reported on the following:

- **REAC Inspections:** The annual HUD property REAC Inspections continued on 12/1/2011 & 12/2/2011 with the inspection of Harbor View/Warren Ave and City View Manor. Director Correia spoke about the individual issues from the inspections. One item that was common throughout many of the inspected units was the “Call for Aid” pull chord. These chords are meant to be hanging at floor level in both bathrooms and bedrooms. Correia stressed the importance of not tampering with them, either by shortening them or tying them up.

Commissioner Vargas moved and Commissioner Tillou seconded to approve the Executive Director's report as presented. The motion carried.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus updated the written report which was included stating that there were 5 units pending completion, and 4 units completed, pending leasing. One of the completed units continues to be difficult to lease due to its size. Commissioner Stoddard moved and Commissioner Diffley seconded a motion to approve the report. The motion carried.

SECTION 8 OCCUPANCY REPORT

Director Correia updated the Commissioners on the Bullocks Pt. Village voucher acquisition. She commended staff, not only in the Section 8 department, but in Public Housing as well, for staying late and working Saturdays. Due to the time constraints involved with these types of vouchers, it is necessary to work outside of normal hours. As for our traditional voucher program, we saw an increase of 10 new landlords with approximately 20 new families housed. Traditional voucher issuance and leasing will continue throughout the upcoming year. A motion was made by Commission Tillou, seconded by Commissioner Vargas to accept the report as presented. The motion carried.

PAID BILL REPORT

November, 2011 - \$356,010.48 – Commissioner Vargas had questions regarding the manner in which subcontractors prepared their bills, in particular, David Braga. It was requested that perhaps there should be more itemization. Director Correia responded by letting Commissioner Vargas know that it had been addressed. While researching various invoices, it was not clear to Correia as to whether labor and materials were being provided or merely labor. Director Correia spoke with Facilities Manager Cunha and they were both in agreement to instruct Braga, and any other subcontractors, on what we would like to see on any future invoices. In closing, it was decided that any further detail needed on a Paid Bill Report item be requested in advance and provided at upcoming meeting. Commissioner Stoddard requested a status of vendor contracts and conversation ensued. Chairman Smith asked that Director Correia put together that information in the next 3 months for review. Commissioner Stoddard moved approval of the November Paid Bill Report. That motion was seconded by Commissioner Braga and passed unanimously.

UNFINISHED BUSINESS:

None

REQUISITIONS:

None

RESOLUTIONS:

None

FYI:

None

ADJOURNMENT

At 5:23 PM upon a motion by Chairman Smith with a second by Commissioner Tillou the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

Theresa M. Correia
Executive Director
Transcribed by tmcorreia