

March 25, 2014

**East Providence Housing Authority**

**REGULAR/ MEETING**

**February 18, 2014**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at **5:10PM** 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 Luci Stoddard, Antero Braga, and Executive Director Theresa Correia

Excused: Commissioners John Faria, Patricia Diffley, Dorothy Tillou

**RESIDENT & PUBLIC CONCERNS:**

NONE

**APPROVAL OF MINUTES:**

Regular Meeting – 11/23/2013 Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Braga. All Commissioners voted aye.

**DIRECTOR'S REPORT:**

Director Correia reported on the following:

- Correia reported that Dorothy Tillou had resigned as commissioner effective January of 2014. "Dot" was the voice of Harbor View residents for the past 7 years. She acknowledged her for all of her efforts and wished her well.
- PHAS score for FY 2013 was received. Once again EPHA has received HIGH PERFORMER status from HUD, increasing our score from 93% to 94%. Correia attributes the score to the continued dedication and cooperation between tenants and staff. Acknowledged staff for a job well done.
- SEMAP score for FY 2013 was once again 100%, and HIGH PERFORMER status. This score reflects the great work the department accomplishes, not only with our traditional vouchers but with our Tenant Protection vouchers, whose regulations surrounding the later are complex at times.
- Sale of 115-117 Juniper Street, under the Homeownership Program, is under way. After exhausting our efforts with Citizens Bank, Correia stated that she reached out to Washington Trust for mortgage commitment. They acknowledged ability to adhere to the guidelines of the program. It is in appraisal stage and expected to close early April.
- REAC inspections were completed at the duplexes in November 2013. Correia expressed her dissatisfaction with the score received of 73. Stressed that although it did not affect our PHAS scoring this year, the authority will be looking at updating the properties that will remain in the portfolio. There are monies available from the sale of past duplexes that could be utilized to update as required.

March 25, 2014

- EPHA's un-audited financial report for FY 2013 was submitted and accepted by HUD. The audited is due and will be submitted in June 2014.
- Correia reported that she had attended the PHADA Conference in Orlando along with Chairman Smith, and Commissioners Stoddard and Braga. As a first time attendee, Correia stated she was impressed with its size and content. There is much to be learned by attending these conferences and networking with other directors and commissioners across the country. Prior to conference start Correia participated in EDEP (Executive Directors Education Program) offered through Rutgers University. This is a 10 class program, mandatory for all ED's in New Jersey, and now available to any ED. Certification is received after successfully completing all 10 courses. She went on to say that she had completed and passed two of the classes held over three days.
- Correia praised the hard work of the maintenance staff this very snowy winter, as they worked hard to keep up with the numerous storms to date. Correia reported that as of this meeting EPHA had used 343 - 50# bags of ice melt, a product used mostly on walkways, sidewalks, and entrances. 245 additional bags had been ordered and are expected in soon.
- Correia informed the board that attempts had been made to break into both her office and the main office. On one occasion, they were successful; however the alarm system in place drew a visit from police. Correia stated that she felt the attempts were being made to deliberately annoy EPHA staff. She went on to say that she was confident the safety of the residents was not in jeopardy.

Chairman Smith commended the Director and Staff on the recent scores received in Public Housing and Section 8. A motion was then made by Commissioner Stoddard to accept the Executive Directors Report as presented. Seconded by Vice Chair Vargas. The motion carried.

#### **PUBLIC HOUSING VACANCY REPORT**

Motion by Commissioner Braga to accept the PH Vacancy report as presented by Lori Pontus. Seconded by Commissioner Stoddard. The motion carried.

#### **HOUSING CHOICE VOUCHER REPORT**

A motion was made by Vice Chair Vargas to accept the report as presented by Rose Ott, seconded by Commissioner Stoddard. The motion carried.

#### **HOUSING CHOICE VOUCHER FSS REPORT**

Correia reported that EPHA had once again received the HUD FSS Grant in the amount of \$24,058.00. While this does not allow for full time, she expects that the following year will see a combination program, including public housing residents. In the interim, Jennifer's hours were increased weekly by 5, with funding received by way of Community Development Block Grant. Chairman Smith commented on how informative the newsletter is. Correia expressed her appreciation to those out in the community, including commissioners, which were important contributors during the holiday season. Jennifer worked very aggressively to bring it all together and made an impact on many families in our community.

Motion was made by Commissioner Stoddard to accept the report as presented by Director Correia, seconded by Vice Chair Vargas. The motion carried.

**PAID BILL REPORT**

**November 2013: \$104,369.88 December 2013: \$82,927.25 January 2014: \$237,017.40**

Vice Chair Vargas inquired as to what work the payment to landscaper covered. Finance Manager, Linda Furtado stated that it represented fall cleanup of all the properties. She also stated that payment made to landscaper in January was a result of late billing submission to the PHA on their part. Correia stated she would provide a breakdown to Commissioners at the next meeting.

Commissioner Stoddard moved approval of the 11/13, 12/13, 1/14 Paid Bill Reports. That motion was seconded by Vice Chair Vargas and passed unanimously.

**RESOLUTIONS:**

#495– HCV Admin Plan Revisions

After a brief explanation by Director Correia, Vice Chair Vargas moved approval of the plan revisions. That motion was seconded by Commissioner Stoddard and passed unanimously.

**RESOLUTIONS:**

#496– Emergency Closing Policy

After a brief explanation of the policy and conversations regarding chain of command, Vice Chair Vargas moved approval of the Emergency Closing Policy. That motion was seconded by Commissioner Braga and passed unanimously.

**ADJOURNMENT**

Prior to adjournment, Vice Chair Vargas stated that this would be her last meeting. She went on to thank those in attendance for being able to be a part of the organization. She enjoyed learning about the programs, contributing, and working with staff, board members, and residents. Director Correia and Chairman Smith commended Vargas on her dedication and contributions. At 5:55PM upon a motion by Vice Chair Vargas and a second by Commissioner Braga, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia