

East Providence Housing Authority
REGULAR MEETING
May 20, 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 **4:12PM** 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 Chairman, John Faria, Commissioners Luci Stoddard, Valarie Lawson, Patricia Diffley, Joan Shovelton and Executive Director Theresa Correia

Excused: Commissioner Antero Braga

Upon opening the meeting, Chairman Smith asked Vice Chairman Faria to confirm his nomination for Vice Chairman, which was made at the March 25, 2014 meeting and had been accepted by phone. He did so willingly accept and was congratulated.

RESIDENT & PUBLIC CONCERNS:

NONE

APPROVAL OF MINUTES:

Regular Meeting – 4/15/14: Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Lawson. All Commissioners voted aye.

DIRECTOR'S REPORT:

Director Correia reported on the following:

- Correia reported that 5 firms had responded to the A & E “Request for Qualifications”. They were: Architectura, Edward Rowse Architects, William Starck Architects, Torrado, and Robinson, Green, Beretta. Once packets and references are reviewed, a firm will be chosen to begin planning for work to be performed at Harbor View Manor.
- With the loss of hot water occurring more regularly at City View and Goldsmith Manor, it was necessary to replace the hot water boiler. Given the age of the boiler and its constant use between both buildings, making any further repairs was not an option. A decision was made to replace the boiler immediately at a cost of \$13,630.00. Work was done efficiently and with little or no interruption of service to our residents.
- Correia informed the board that a contract had been signed with ONE CALL NOW, a resident notification system. As stated at previous meeting, the investment will be a cost savings in paper, ink, and staff time to the EPHA. The ability to transmit a message in the language spoken in the household, and to family members, is both huge benefits. Reports allow for proof and method of delivery.
- Correia explained the requirement to maintain a Resident Advisory Board and its purpose. New members met to review the PHA Plan.
- Director Correia explained the type of phone system that the EPHA is currently looking into purchasing. Estimates are now being reviewed. Correia went on to explain the benefits of buying the system outright rather than leasing. During the research of current phone line costs it was found that EPHA had been paying sales tax that it is exempt from paying. COX was contacted and asked to

research. As a result of the inquiry they are putting together the amount that is due the PHA by account. Chairman Smith informed the board that the 3 year window that COX is offering is typical.

- Director Correia informed the board that the 2014 PHA Plan is due to HUD on July 18, 2014. Provided board with copy of the ad for the public hearing and will schedule a Special Meeting for its approval. Recently accepted by HUD is the 2014 Capital Fund Plan. Correia distributed a copy of the letter from HUD to board.

A motion was made by Vice Chairman Faria to approve the Directors Report as read. That motion was seconded by Commissioner Diffley and passed unanimously

PUBLIC HOUSING VACANCY REPORT

After a brief Motion by Commissioner Stoddard to accept the PH Vacancy report as presented. Seconded by Commissioner Shovelton. The motion carried.

HOUSING CHOICE VOUCHER REPORT

After some discussion on how the mobile inspections work a motion was made by Vice Chairman Faria to accept the report as presented by Rose Ott. Seconded by Commissioner Lawson. The motion carried.

HOUSING CHOICE VOUCHER FSS REPORT

After a brief discussion a motion was made by Commissioner Shovelton to accept the report as presented by Director Correia, seconded by Commissioner Stoddard. The motion carried.

PAID BILL REPORT

April 2014 - \$161,993.28

Vice Chairman Faria moved approval of the April 2014 Paid Bill Report. That motion was seconded by Commissioner Stoddard and passed unanimously.

ADJOURNMENT

At 4:37pm upon a motion by Commissioner Stoddard and a second by Vice Chairman Faria, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

Theresa M. Correia
Executive Director
Transcribed by tmcorreia