

**East Providence Housing Authority**  
**REGULAR MEETING**  
**November 25, 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 **4:00PM** 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, Commissioners Luci Stoddard, Eileen Bowden and Executive Director Theresa Correia. Excused: Commissioner's Braga, Lawson, and Shovelton.

**RESIDENT & PUBLIC CONCERNS:**

NONE

**APPROVAL OF MINUTES:**

Regular Meeting – 10/21/14: Motion by Vice Chairman Faria to accept the minutes as presented, seconded by Commissioner Stoddard. All Commissioners voted aye.

Executive Session – 10/21/14: Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Bowden. All Commissioners voted aye.

**DIRECTOR'S REPORT:**

Director Correia reported on the following:

- Director Correia informed the board that the EPHA had been selected for consideration of a \$2000 legislative grant by Representative Kazarian. Once received, the funds will be used to purchase 2 picnic tables for Harbor View Manor's patio, which are ADA compliant. The remainder of funds will be used to purchase pharmacy and grocery gift cards for those residents that find themselves with a shortfall and will be issued on a case by case basis.
- In keeping with the Grant topic, Correia stated that EPHA had submitted its application for a Security Grant through RI Dept. of Elderly Affairs. If awarded this grant, Correia stated that the \$14,290.00 along with PHA matching funds would be utilized to install a much needed surveillance system on the exterior of City View Manor and Goldsmith Manor. She went on to say that only 6 grants will be given out this year and hoped that the EPHA's demonstration of need would attract one of them.
- Director Correia was happy to report that the survey by RISE of City View Manor and Goldsmith Manor had been completed. In the packet was a breakdown of work that will be done in both buildings. Correia touched on them briefly. Electric and gas conservation measures being done by RISE total just over \$154,000. These modifications are estimated to save EPHA \$30,000+ annually, at no cost to the agency. Once the work is completed at the two above mentioned buildings, RISE will return and perform the survey on Harbor View Manor and Warren Ave. Apts.
- Correia informed the board that MacGray, the company that the laundry room equipment is leased from, will be upgrading all washers and dryers at CV, HV, and GS. Work is expected to be start in February 2015, or sooner if equipment is in. With the machines at the end of their life cycle as is evidenced by the high number of repair calls placed, Director Correia welcomes the upgrade. Also new will be the machines coin operation replaced by laundry cards. Fill stations will be placed in the Community Rooms at City View Manor and Goldsmith Manor, allowing residents to fill their cards as needed, which will be a tremendous relief on office personnel who distribute rolls of quarters to residents on a daily basis. With the addition of the new equipment also comes an increase in the amount charged, from \$1.25 to \$1.50 per load.

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

**PUBLIC HOUSING VACANCY REPORT**

A motion by Commissioner Stoddard to accept the PH Vacancy report as presented. Seconded by Commissioner Bowden. The motion carried.

**HOUSING CHOICE VOUCHER REPORT**

HCV Manager Ott touched briefly on the leasing numbers and informed the board of the recent purge. A motion was made by Commissioner Bowden to accept the report as presented. Seconded by Commissioner Stoddard. The motion carried.

**HOUSING CHOICE VOUCHER FSS REPORT**

After a brief explanation of her report, Coordinator Brightman took the time to thank the commissioners involved in obtaining donations for the Holiday Appeal, an annual event to provide meals and gifts to needy FSS participants in the City. A motion was made by Commissioner Stoddard to approve the HCV FSS report as presented. Seconded by Vice Chairman Faria. The motion carried.

**PAID BILL REPORT**

**October 2014 - \$111,488.17**

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

**New Business**

A motion was made by Commissioner Stoddard to cancel the regular scheduled December 2014 meeting. A second was made by Vice Chairman Faria. The motion carried.

A motion was made by Vice Chairman Faria to approve the 2015 Meeting Calendar. A second was made by Commissioner Bowden. The motion carried.

**Adjourn**

Prior to adjournment Vice Chairman Faria took the time to recognize the superior work the entire staff performs on an ongoing basis. He recently had the pleasure of speaking with residents who had many kind words for the EPHA. Chairman Smith wished everyone in attendance a Happy Holiday. At 4:40pm upon a motion by Commissioner Bowden and second by Commissioner Stoddard, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia