

BOARD OF COMMISSIONERS REGULAR MEETING

Fogarty Manor

Community Room

214 Roosevelt Avenue

Pawtucket, RI 02860

Wednesday, February 20, 2013 at 5:30 P.M.

AGENDA

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Extract Minutes of Previous Year February 29, 2012

5. Approval of Minutes from January 23, 2013 Meeting

6. Correspondence

6A. State of R.I. Department of Environmental Management – Closure Certificate for Underground Storage Facility – Fogarty Manor – February 11, 2013.

6B. State of R.I. Department of Environmental Management – Closure Certificate for Underground Storage Facility – Kennedy Manor – February 11, 2013.

6C. Reinaldo Nieves, Jr., Commissioner Resignation Letter dated January 29, 2013.

6D. U.S. Department of Housing and Urban Development – Independent Public Audit of the Pawtucket Housing Authority FYE 3/31/12 – dated January 24, 2013.

7. Report of the Executive Director

- **Discussion on the Smoking Policy**
- **Personnel Contract Log**

8. Consent Agenda - Department Reports

- **Housing Management**

- o **PHAS-MASS Report**

- **Legal Status Report**

- **Operations**

- **Finance**

- a. **Service Contract Log**

- **Security**

- **Resident Services**

- **Section 8**

9. New Business

9.1 Resolution

- **Resolution #1027 – Amendment to Admission and Continued Occupancy Policy for Temporary change in the verification procedures.**

- **Resolution #1028 – Amendment to the Section 8 Administrative Plan**

***Temporary change in the verification procedures.**

***Exception Payment Standard.**

9.2 Approvals

• Approval to Award Contract for PHA Property/Liability Insurance Procurement

10. Executive Session

• Personnel

11. Other Business

12. Adjournment

The meeting was called to order by Chairperson Stella Carrera at 5:30 P.M. with a motion by Vice Chairperson Rabbitt and a seconded by Commissioner Legrand.

Upon roll call those present and those absent were as follows:

Present

Stella Carrera, Chairperson

Kevin Rabbitt, Vice Chairperson

Harvey Goulet, Commissioner

Robert Ricci, Commissioner

Diane Legrand, Commissioner

Raymond Gannon, Commissioner

Stephen Vadnais, Executive Director

Jim Goff, Deputy Executive Director

Maureen McNulty, Executive Secretary

Joseph Loconto, Finance Director

Jim Ruthowski, Security Director

Lisa Cloutier, Attorney

John Montalbano, Attorney

Guest:

Christie Hanaway, Gencorp Insurance Group

Residents:

Ronald Hall

Jerome Daniels

Richard Addison

Resident and Public Concerns

Chairperson Stella Carrera asked the residents in attendance in the community room if they would like to speak to the Board on any of their concerns or comments. The main concern with the residents was the security situation with the guard on from 8pm to midnight four times a week. Executive Director Stephen Vadnais addressed the budgetary concerns and said he was paying close attention to the March 1st Sequester that would cause another cut in our funds. He does understand the concerns of the residents and spoke on the number of cameras we have situated at this site. He also requested

the residents to call police if there is a problem so as to let law enforcement do what they have to do in their line of duty. If situations are never reported to the housing authority, we cannot follow up on these problems. Mr. Daniels said security was excellent but, the cars that come after security leaves is the problem. Mr. Ronald Hall asked the Director if he had a report on the ID tags that are issued by the housing authority. Director Vadnais has a four-page report for the Board with the history, costs and decision making process on the ID tags. He will hand the report to the Board in the meeting. Mr. Hall requested to have a translator at the meetings. Chairwoman Carrera instructed future notices to indicate that we will have a translator available at the meetings. The housing authority will look at the demographic reports on primary languages on the computer. Mr. Jerome Daniels was acknowledged by Mr. Ruthowski, Security Director manning the phones during the storm evacuation. Mr. Charles Black recognized the Fogarty maintenance staff for the good work they do here at the high rise.

There were no further questions.

Guest:

Gencorp Insurance Group representative for the Housing Authority, Cristie A. Hanaway, Assistant Vice President reviewed the Executive Summary of insurance coverage renewal recommendations for the Board of Commissioner's including a question and answer period.

Approval of Minutes

Chairperson Carrera asked if anyone had any questions or objections to the minutes of January 23, 2013 meeting. There were no other questions or objections.

A motion was made to approve the minutes of January 23, 2013 by Vice Chairperson Rabbitt and was seconded by Commissioner Legrand.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Correspondence

Chairperson Carrera asked if anyone had any questions or objections to the Correspondence this month. Executive Director Vadnais reviewed the Certificate of Closure indicating that the underground storage tanks have been taken out of service permanently at Fogarty and Kennedy Manors. The HUD audit dated January 24, 2013 recommended that the Housing Authority adopt a comprehensive Fraud Policy for the detection and prevention of fraud and our work order system. The PHA must adopt the policy and provide

supporting to HUD the supporting documentation of the policy's components. The Fraud Policy should be on the March agenda for approval and resolution to HUD. Chairperson Carrera recognized the resignation letter from Commissioner Neives from the Board of Commissioners.

There being no further questions the Correspondence Report was received and placed on file.

Executive Director's Report

Chairperson Carrera asked if anyone had objections or questions to the Executive Director's Report for January 2013. Director Vadnais introduced the adoption of the Green Manual an on-line tool with a database that signifies the useful life of all properties and energy audits for PHA. The Federal Government is moving to be more energy efficient and green to save money. Ms. Carrera asked about the blizzard we just had in February. Director Vadnais said it was a budget buster and he was interested in possible recovery of FEMA money for our expenses. Kennedy Manor was used as a staging area. Jim Ruthowski came out on Sunday. The maintenance team did a great job in snow removal in very adverse conditions. On February 14th the Director received a call from Jim Ruthowski on an apartment fire in Burns Manor building D. Fire fighters evacuated the section of the building while Kerrie Brown, Robbie Woolley and staff worked to assist the tenants in the community room. The condition of the injured party is critical and the Director went into the apartment with the family. A space heater may have been the cause of the fire.

We found three more space heaters and we confiscated them. Our lease indicated that you cannot use other sources of heat in the apartment. No uses of any additional appliances for heating other than provided by the PHA are allowed. The first responders were great and did an excellent job. Commissioners Goulet and Gannon were on the scene of the fire. The electrical shut-down at Kennedy Manor was successful. The electrical transfer to the water pump was completed successfully. The scattered site at 42 Campbell Street in Pawtucket was sold and we received a check for \$104,000. Union negotiations are continuing. Interviews took place for the Director of Operations position. Will do a second round of interviews with the top two to four candidates. Smoke free policy discussed with Board with a whole year to phase it in. PHA will work with groups on smoking cessation for residents and staff.

The Director's report was received and placed on file.

Consent Agenda Department Reports

- **Housing Management**

Chairperson Stella Carrera asked if there were any questions or objections to the Housing Management Reports for January 2013.

There were no further questions or objections.

- o **MASS Report**

Chairperson Carrera asked if there were any questions or objections regarding the January 2013 MASS Report.

There were no questions or objections to the MASS Report.

- **Legal Status Report**

Chairperson Carrera asked if there were any questions or objections regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for January 2013

There were no further questions regarding the Legal Status Report.

- **Operations**

Chairperson Carrera asked if there were any questions or objections to the Modernization Reports for January 2013. There were no further questions or objections regarding the Modernization Report.

- **Finance**

Chairperson Carrera asked if there were any questions or objections regarding the Finance Report for January 2013. There were no further questions or objections.

- o **Service Contract Log**

Chairperson Carrera asked if there were any questions or objections regarding the Service Contract Log for January 2013. There were no further questions or objections.

- **Security**

Chairperson Carrera asked if there were any questions or objections regarding the Security Report for January 2013. The Board received a

report from Security Manager, Jim Ruthowski on the “History of Implementation of the KERI Photo ID Access Cards”. Vice Chairperson Kevin Rabbitt suggested we give a copy to Mr. Ron Hall and email a copy to the Chairperson. Mr. Ruthowski stated we issue these ID cards to employees and vendors and they have been a big help in security. He also has the ability to turn the ID cards on or off limiting access when no longer required.

There were no further questions or objections.

- **Resident Services Report**

Chairperson Carrera asked if there were any questions or objections regarding the Resident Services Report for January 2013. There were no questions or objections.

Section 8 Monthly Reports

Chairperson Carrera asked if anyone had objections or questions to the Section 8 Monthly Reports for January 2013.

There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Carrera asked that the Consent Agenda for January 2013 be received and placed on file.

Resolution #1027 – Amendment to Admission and Continued Occupancy Policy for Temporary Change in the Verification Procedures

Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1027 Amendment to Admission and Continued Occupancy Policy for Temporary Change in the Verification Procedures.

Chairperson Carrera asked for a motion to approve Resolution #1027 - Amendment to Admission and continued Occupancy Policy for Temporary Change in the Verification Procedures.

A motion to approve was made by Vice Chairperson Rabbitt and was seconded by Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Resolution #1028 – Amendment to the Section 8 Administrative Plan; *Temporary change in the verification procedures; *Exception Payment Standard.

Chairperson Carrera asked if anyone had any questions or objections

to the Resolution #1028 – Amendment to the Section 8 Administrative Plan; *Temporary change in the verification procedures; *Exception Payment Standard.

Chairperson Carrera asked for a motion to approve Resolution #1028 – Amendment to the Section 8 Administrative Plan; *Temporary change in the verification procedures; *Exception Payment Standard.

A motion was made by Vice Chairperson Rabbitt and was seconded by Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Approval: To Award Contract for PHA Property / Liability Insurance Procurement.

Chairperson Carrera asked if anyone had any questions or objections to the Approval to award a Contract for PHA Property / Liability Insurance Procurement with Gencorp Insurance Group due 3/1/2013 for one year.

A presentation by Christy Hanaway, Assistant Vice President of Gencorp Insurance Group of an overview of our policy was presented to the Board of Commissioners. After a discussion and handouts for the Board and the Executive Director, it was decided to approve the contract for the PHA Property / Liability Insurance Procurement with Gencorp Insurance Group for one year commencing 3/1/2013.

Chairperson Carrera asked for a motion to award the contract for the PHA Property / Liability Insurance Procurement to Gencorp Insurance Group for one year commencing 3/1/2013. A motion was made by Vice Chairperson Rabbitt and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Executive Session:

Chairperson Carrera requested permission to go into Executive

Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1 & 2. A motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet with an affirmative vote by roll call vote:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Time in Executive Session 7:20 P.M.

Motion to come out of closed meeting and seal the minutes, accordance with RI

Law Sec. 42-46-4. A motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet, with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Time out of Executive Session 7:30 P.M.

Personnel:

Chairperson Carrera made a motion for an annual salary increase of 1% for the Security Secretary, Therese Gorman.

A motion to approve the annual salary increase of 1% for Security Secretary, Therese Gorman was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet with an affirmative roll call vote.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

NAYS

Other Business:

None.

Adjournment:

There being no further business Chairperson Carrera made a motion to adjourn the Board of Commissioners February 20, 2013 meeting. A motion to adjourn the Board of Commissioners February 20, 2013 meeting was made by Vice Chairperson Rabbitt and seconded by Commissioner Legrand.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Gannon

Commissioner Legrand

Commissioner Ricci

NAYS

Adjournment at 7:30 P.M.

Minutes Submitted and Approved By:

Stella Carrera, Chairperson

Stephen A. Vadnais

Executive Director

Recording Secretary