

BOARD OF COMMISSIONERS REGULAR MEETING

Kennedy Manor Community Room

175 Broad Street

Pawtucket, RI 02860

Wednesday, December 18, 2013 at 5:30 P.M.

AGENDA

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Extract of Minutes of previous year December 19, 2012 Meeting

5. Approval of Minutes from Special Meeting November 18, 2013 Meeting

6. Approval of Minutes from November 20, 2013 Meeting

7. Correspondence

7A. U.S. Department of Housing and Urban Development - PHAS Interim Rule Standard/High Performer PHAS Score Report FYE 3/31/13 – dated December 5, 2013

8. Report of the Executive Director

- **Personnel Contract Log**

9. Consent Agenda - Department Reports

- **Housing Management**

- o **PHAS Report**

- **Legal Status Report**

- **Operations**
- **Finance**
- a. **Service Contract Log**
- **Security**
- **Resident Services**
- **Section 8**

10. New Business

10.1 Resolutions

- **Resolution #1042 – Housing Choice Voucher Program - Increase minimum rent from \$25.00 to \$50.00.**
- **Resolution #1043 – Update policy for the Pawtucket Housing Authority’s Employee Mileage Allowance**
- **Resolution #1044 – Update policy for the Resident Advisory Board**

10.2 Approvals

- **Approval of the 2014-2017 Strategic Plan**

11. Old Business

12. Executive Session

A. Union Negotiations

B. Personnel

C. Approval of Past Executive Session Minutes: November 20, 2013

13. Other Business

14. Adjournment

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING

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

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

Present

Kevin Rabbitt, Chairperson

Reinaldo Nieves, Jr., Vice Chairperson

Stella Carrera, Commissioner

Raymond Gannon, Commissioner Absent

Harvey Goulet, Commissioner

Diane Legrand, Commissioner

Robert Ricci, Commissioner

Stephen Vadnais, Executive Director

Jim Goff, Deputy Executive Director

Jim Ruthowski, Director of Security

Maureen McNulty, Executive Secretary

Joseph Loconto, Finance Director

John Montalbano, Attorney

Resident and Public Concerns

Chairperson Rabbitt addressed the residents of Kennedy Manor. Did

they have anything to say about their apartments? Water in one apartment was a concern. The tenant noted that with heavy rain the water does come in. Executive Director Vadnais said they will look at it right away. Another concern was the smoking area being unlit and dark. The Director said we have one area and are looking for other alternatives away from the building. Mr. Hall discussed the no-smoking band on the grounds. The Director responded to Mr. Hall saying that the state law on smoking is allowed fifty feet from the building. "No transfer" issues were discussed and Director Vadnais said that because of the Federal sequester we are limited on transfers as it is costly and we are obliged to maintain a 98% occupancy rate. He does approve residents who have been on the list. At times we make administration decisions based on need. These decisions can be confidential and we cannot share resident's information. The following was discussed: picking up after pets at Kennedy Manor. Mr. Goff suggested they give him the time and location of the pet owner's appearance on the property and he will investigate it. Wi-Fi connection in the community room was discussed by resident association president, Maat Hathor.

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of November 18, 2013 meeting. There were no other questions or objections.

A motion was made to approve the minutes of November 18, 2013 by

Commissioner Carrera and was seconded by Vice Chairperson Nieves.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon Absent

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Correspondence

Chairperson Rabbitt asked if anyone had any questions or objections to the Correspondence for November 2013. Director Vadnais reviewed the REAC scores for the Commissioners. The housing authority received an 89 out of a possible 100 receiving the standard performer designation.

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

Executive Director’s Report

Chairperson Rabbitt asked if anyone had objections or questions to the Executive Director’s Reports for November 2013.

There being no questions The Director's report was received and placed on file.

Consent Agenda Department Reports

- **Housing Management**

Chairperson Kevin Rabbitt asked if there were any questions or objections to the Housing Management Reports for November 2013. Chairperson Rabbitt addressed Mr. Goff on the Galego Manor rents and the amount of decrease of \$3K which is the lowest all year.

There were no further questions or objections to the Housing Management report at this time.

- o **MASS Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the November 2013 MASS Report.

There were no questions or objections to the MASS Report.

- **Legal Status Report**

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

There were no further questions regarding the Legal Status Report.

- **Operations**

Chairperson Rabbitt asked if there were any questions or objections to the Operations Reports for November 2013. Chairperson Rabbitt spoke with the Director of Operations, Bob Corsini concerning the trash and recycling project underway at the housing authority. The Chairperson suggested we get the media involved. Director Vadnais praised the work of Steve Mutter from MEGA, staff and the AmeriCorps Vista volunteers for working with and educating the children at 560 Prospect Street. The recycle effort was able to produce zero contamination within the Prospect community.

There were no further questions or objections regarding the Operations Report.

- **Finance**

Chairperson Rabbitt asked if there were any questions or objections regarding the Finance Report for November 2013.

There were no further questions or objections regarding the Finance Report.

- o **Service Contract Log**

Chairperson Rabbitt asked if there were any questions or objections regarding the Service Contract Logs for November 2013.

There were no further questions or objections.

- **Security**

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Report for November 2013. Chairperson

Rabbitt noted the abandon dog left at Galego Court in the Security Director's report. Director Ruthowski called the Pawtucket Animal Control to investigate the abandoned animal found in the exterior hallway without food or water. This animal belonged to a tenant and was not on the tenant's lease. Were any charges concerning this incident filed with the police or SPCA Mr. Rabbitt asked? According to Director Ruthowski this incident was referred to PHA management for review.

There were no further questions or objections.

- Resident Services Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Report for November 2013.

There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Rabbitt asked if anyone had objections or questions to the Section 8 Monthly Report for November 2013.

There were no further questions or objections.

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

New Business

Resolution #1042 – Housing Choice Voucher Program - Increase Minimum Rent from \$25.00 to \$50.00

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1042 - Housing Choice Voucher Program - Increase Minimum Rent from \$25.00 to \$50.00. The Chairperson asked Mr. Goff about this increase in minimum rent. Mr. Goff said we are proposing to adopt a new Minimum Rent Policy for the Housing Choice Voucher Program. The old standard was \$25 and the housing authority is requesting to bring the minimum rent to \$50 per month.

Chairperson Rabbitt asked for a motion for Approval to Resolution #1042 – Housing Choice Voucher Program Increase Minimum Rent from \$25. to \$50. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon Absent

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Resolution #1043 – Update Policy for the Pawtucket Housing Authority’s Employee Mileage Allowance

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1043 - Update Policy for the Pawtucket Housing Authority’s Employee Mileage Allowance. Deputy Executive Director, Jim Goff said this increase to the Travel/Meal Expense Policy Rate for 2014 to .560 (56.0 cents) per mile is based on the Federal IRS rule bringing up to standards.

Chairperson Rabbitt asked for a motion for Approval to Resolution #1043 – Update the Travel/Meal Expense Policy Rate for the Pawtucket Housing Authority’s Employee Mileage Allowance. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon Absent

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Resolution #1044 – Update the Policy for the Pawtucket Housing Authority’s Resident Advisory Board

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1044 - Update Policy for the Pawtucket Housing Authority’s Resident Advisory Board. Deputy Executive Director, Jim Goff said this update to the Resident Advisory Board is to keep the Board more formalized in the resolution requirements of HUD.

Chairperson Rabbitt asked for a motion for Approval to Resolution #1044 – Update the Policy for the Pawtucket Housing Authority’s Resident Advisory Board. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon Absent

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Approvals – Approval of the Pawtucket Housing Authority’s 2014 to 2017 Strategic Plan

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of the Pawtucket Housing Authority’s 2014 to 2017 Strategic Plan. Executive Director, Stephen Vadnais said this plan is an outgrowth of one of our commissioner’s conferences. This report is put together with additional information for the next three years with a status update every three months and at the annual meeting.

Chairperson Rabbitt asked for a motion for Approval of the Pawtucket Housing Authority’s 2014 to 2017 Strategic Plan. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon Absent

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Old Business

NONE:

Executive Session:

Chairperson Rabbitt 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 Chairperson Rabbitt and seconded by Commissioner Legrand with an affirmative vote by roll call vote:

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

AYES NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet

Commissioner Gannon Absent

Commissioner Legrand

Commissioner Ricci

Time in Executive Session 6:35 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 Chairperson Rabbitt and seconded by Commissioner Nieves with an affirmative vote by roll call:

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet

Commissioner Gannon Absent

Commissioner Legrand

Commissioner Ricci

Time out of Executive Session 6:55 P.M.

Approval of Executive Minutes November 20, 2013

Chairperson Rabbitt asked for a motion to approve the Executive Minutes for November 20, 2013. A motion to approve the Executive

Minutes of November 20, 2013 was made by Commissioner Ricci and seconded by Commissioner Legrand with an affirmative roll call vote:

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet

Commissioner Gannon Absent

Commissioner Legrand

Commissioner Ricci

Personnel:

None.

Other Business:

None.

Adjournment:

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners December 18, 2013 meeting.

A motion to adjourn the Board of Commissioners December 18, 2013

meeting was made by Commissioner Goulet and seconded by Commissioner Legrand.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet

Commissioner Gannon Absent

Commissioner Legrand

Commissioner Ricci

Adjournment at 7:05 P.M.