

# **BOARD OF COMMISSIONERS REGULAR MEETING**

**Fogarty Manor**

**15th Floor Conference Room**

**214 Roosevelt Avenue**

**Pawtucket, RI 02860**

**Wednesday April 16, 2014 at 5:30 P.M.**

## **AGENDA**

**1. Meeting called to Order**

**2. Roll Call**

**3. Resident and Public Concerns**

**4. Approval of Minutes from March 19, 2014 Meeting**

**5. Correspondence**

**5A. Corporation for National & Community Service – Vista Project  
Compliance Monitoring Visit to the PHA – dated March 24, 2014**

**5B. U.S. Department of Housing and Urban Development – Action  
Plan Close-Out – dated March 18, 2014**

**5C. U.S. Department of Housing and Urban Development – Public  
Housing Assessment System (PHAS) Score Report for Interim Rule –  
dated March 18, 2014**

**6. Report of the Executive Director**

**• Personnel Contract Log**

**7. Consent Agenda - Department Reports**

- **Housing Management**

- o **PHAS Report**

- **Legal Status Report**

- **Operations**

- **Finance**

- a. **Service Contract Log**

- **Security**

- **Resident Services**

- **Section 8**

## **8. New Business**

### **8.1 Resolutions**

- **Resolutions #1055 – Amendment to Admission & Continued Occupancy Policy for Credit Checks on Applicants**

- **Resolution #1056 – Amendment to the Section 8 Administrative Plan for criminal record check/credit check**

- **Resolution #1057 – Write-Off of Uncollectible Accounts Receivable**

- **Resolution #1058 – Approval of Conflict of Interest**

### **8.2 Approvals**

- **Approval to begin to explore the option of Assisted Living within one of the Housing Authority's elderly/disabled developments.**

## **9. Old Business**

**9A. Resolution #1051 – Approving the Revised Administrative Plan for the Pawtucket Housing Authority’s Housing Choice Voucher (Section 8) Program to include a Project Based Voucher Program – Note: Chapter changed from Chapter 33 to Chapter 35.**

## **10. Executive Session**

**A. Union Negotiations\* - Update on Union Negotiations and possible ratification of one (1) year contract 4/1/13 – 3/31/14 with Laborers Local Union No. 1217**

### **B. Personnel Matters**

**&#61616; Discussion on Executive Director’s Contract**

## **11. Other Business**

## **12. Adjournment**

**\*Jeff Kastle, Attorney will be present for the Union Negotiations discussion.**

**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 Commissioner Carrera and a seconded by Commissioner Legrand.**

**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**

**Maureen McNulty, Executive Secretary**

**Jim Goff, Deputy Executive Director**

**Jim Ruthowski, Director of Security**

**Bob Corsini, Director of Operations**

**Joseph Loconto, Finance Director**

**Lisa Cloutier, Attorney**

**Jeff Kastle, Attorney**

**Resident and Public Concerns**

**There were no questions.**

**Chairperson Kevin Rabbitt requested the Board of Commissioners to go into executive session at this time in the meeting.**

**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 Commissioner Carrera 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 Rabbitt**

**Vice Chairperson Nieves**

**Commissioner Carrera**

**Commissioner Goulet**

**Commissioner Gannon    Absent**

**Commissioner Legrand**

**Commissioner Ricci**

**Time in Executive Session 5:35 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 Commissioner Carrera 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 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 Minutes**

**Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of March 19, 2014 meeting.**

**There were no other questions or objections.**

**A motion was made to approve the minutes of March 19, 2014 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 March 2014.**

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

## **Executive Director's Report**

**Chairperson Rabbitt asked if anyone had any objections or questions to the Executive Director's Reports for March 2014. Executive Director Vadnais reviewed his report for the Board including the Resident Assistance Demonstration (RAD) strategy plan. He stated that this project will move the housing authority into the future for our clients. He is also exploring assisted living to see if that is feasible also. He visited the assisted living project at the Woonsocket Housing Authority. Three floors of St. Germain public housing in Woonsocket were converted to assisted living. Approval to do due diligence on similar opportunities within PHA housing stock will be required. This could be a good transition for our residents. We will look at our business model to make the housing authority even better as we look for more housing opportunities including aid and maintenance for our Veterans. We will bring in the Kids Café from the**

**Food Bank Monday through Friday serving a mini-dinner. This is for children up to 18 years of ages in our two family developments. Vista will be doing a summer camp program at both Galego Court and Prospect Street. The New Urban Farmers are receiving a grant from DEM for a specialty food crops program targeting the Latino population around “Obesity Prevention” for the next 18 months.**

**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 March 2014. Chairperson Rabbitt inquired about the previous apartment fire and the resident that was involved.**

**His concern was with staff inspecting the apartment and Mr. Goff said they were. Chairperson Rabbitt expressed his concern in regard to the fire as he spoke with Attorney Cloutier. She noted the tenants’ rights and that the stove was taken out and replaced with a microwave. If he has another fire in his apartment, he will receive a termination letter and we will proceed with an eviction. Director Vadnais interceded noting that we put state-of-the art sprinkler systems in the buildings. Because of the fires over the years, we did not get our insurance renewed. We need to train residents and staff to be more observant and look for potential fire hazards. Our population is aging, they have oxygen in their apartment and some**

hoarding is going on. Consequently, we all have to be vigilant. Chairperson Rabbitt requested the staff to check the apartment, put it in Jim Goff's report and that we make sure everyone is on top of this situation.

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 March 2014 MASS Report.

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

#### **• 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 March 2014.

Commissioner Carrera questioned the Legal Status Report item #2 in the Galego Court report. She would like to know if the person in the apartment moved out. Attorney Cloutier will get back to her.

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 March 2014. Director of Operations, Bob Corsini thanked Vice Chairperson Nieves for his support and

good effort in the REAC inspection. Commissioner Carrera questions the number of bed bug calls at Kennedy Manor. Mr. Corsini explained that there were two treatments and three follow-up calls. Commissioner Goulet referred to Kennedy Manor as a security problem. Director Vadnais said we may make a smaller lobby and put in a security post to beef-up security. Capital funds for security cameras could be part of a redesign for Kennedy. We may upgrade our security department, move it and have security watching cameras.

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 March 2014.

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 March 2014.

There were no further questions or objections.

- **Security**

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Report for March 2014. Director Vadnais

**explained to the Board that the housing authority will be looking at cameras that will identify license plates on vehicles entering the property. According to Attorney Cloutier the ACLU did try to stop the identification but, it is not a privacy issue and there is no law against it. She stated that it was not illegal because the cameras will look at everyone who drives on housing property.**

**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 March 2014.**

**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 March 2014.**

**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 March 2014 be received and placed on file.**

### **New Business**

**Resolution #1055 – Approving the Amendment to Admission and Continued Occupancy Policy for Credit Checks on Applicants**

**Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1055– Approving Amendment to Admission and Continued Occupancy Policy for Credit Checks on Applicants.**

**Chairperson Rabbitt asked for a motion to approve Resolution #1055 – Approving Amendment to Admission and Continued Occupancy Policy for Credit Checks on Applicants. A motion was made by Commissioner Legrand and was seconded by Commissioner Goulet.**

**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 #1056 – Amendment to the Section 8 Administrative Plan for Criminal Record Check/Credit Checks**

**Chairperson Rabbitt asked if anyone had any questions or objections**

**to the Approval of Resolution #1056 – Amendment to the Section 8 Administrative Plan for Criminal Record Check/Credit Checks.**

**Chairperson Rabbitt asked for a motion to approve Resolution #1056 – Approving Amendment to Admission and Continued Occupancy Policy for Credit Checks on Applicants.**

**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 #1057 – Write-off of Uncollectible Accounts Receivable**

**Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1057 – Write-off of Uncollectible Accounts Receivable.**

**Chairperson Rabbitt asked for a motion to approve Resolution #1057 – Write-off of Uncollectible Accounts Receivable. 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 #1058 – Approval of Conflict of Interest**

**Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1058 – Approval of Conflict of Interest and Annual Commissioner and Officer Statement as it relates to Charitable 501(c)(3). The Board decided to table this resolution until the next scheduled meeting.**

**Chairperson Rabbitt asked for a motion to table Resolution #1058 – Approval of Conflict of Interest until the next Board meeting.**

**A motion to table Resolution #1058 – Approval of Conflict of Interest until the next Board Meeting was made by Vice Chairperson Nieves and was seconded by Commissioner Carrera.**

**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 to begin to explore the option of Assisted Living within one of the Housing Authority’s elderly/disabled developments**

**Chairperson Rabbitt asked if anyone had any questions or objections for the Approval to begin to explore the option of Assisted Living within one of the Housing Authority’s elderly/disabled developments.**

**Chairperson Rabbitt asked for a motion for Approval to begin to explore the option of Assisted Living within one of the Housing**

**Authority's elderly/disabled developments.**

**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**

**Resolution #1051– Approving the Revised Administrative Plan for the Pawtucket Housing Authority's Housing Choice Voucher (Section 8) Program to include a Project Based Voucher Program – Note: Chapter changed from Chapter 33 to Chapter 35**

**Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1051 – Approving the Revised Administrative Plan for the Pawtucket Housing Authority's Housing Choice Voucher (Section 8) Program to include a Project Based**

**Voucher Program – Note: Chapter changed from Chapter 33 to Chapter 35.**

**Chairperson Rabbitt asked for a motion to approve Resolution #1051 – Approving the Revised Administrative Plan for the Pawtucket Housing Authority’s Housing Choice Voucher (Section 8) Program to include a Project Based Voucher Program – Note: Chapter changed from Chapter 33 to Chapter 35. A motion to approve Resolution #1051 was made by Vice Chairperson Nieves and was seconded by Commissioner Carrera.**

**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**

**Approval - Negotiations - Update on Union Negotiations and possible ratification of one (1) year contract 4/1/13 – 3/31/14 with Laborers Local Union No. 1217**

**Chairperson Rabbitt asked if anyone had any questions or objections**

for the Approval to - Update on Union Negotiations and possible ratification of one (1) year contract 4/1/13 – 3/31/14 with Laborers Local Union No. 1217.

Chairperson Rabbitt asked for a motion for Approval on Negotiations - Update on Union Negotiations and possible ratification of one (1) year contract 4/1/13 – 3/31/14 with Laborers Local Union No. 1217. 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**

**Abstain**

**Commissioner Legrand**

**Commissioner Ricci**

**Adjournment:**

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners April 16, 2014 meeting.

A motion to adjourn the Board of Commissioners April 16, 2014 meeting was made by Vice Chairperson Nieves and seconded by

**Commissioner Carrera.**

**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**

**Adjournment at 7:10 P.M.**

**Minutes Submitted and Approved by:**

**Kevin Rabbitt      Stephen Vadnais**

**Chairperson      Recording Secretary**