

BOARD OF COMMISSIONERS REGULAR MEETING

Fogarty Manor

Community Room

214 Roosevelt Avenue

Pawtucket, RI 02860

Wednesday, February 18, 2015 at 5:30 P.M.

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Election of Vice Chair

5. Extract of Minutes of February 26, 2014

6. Approval of Minutes from January 21, 2015 Meeting

7. Correspondence

7A. State of Rhode Island and Providence Plantations – Division of Elderly Affairs – Housing Security RFP HS2015 – dated February 10, 2015

8. Report of the Executive Director

- **Personnel Contract Log**

9. Consent Agenda - Department Reports

- **Housing Management**

- o **PHAS Report**

- **Legal Status Report**

- **Operations**

- **Finance**
 - o **Service Contract Log**
- **Security**
- **Resident Services**
- **Section 8**

10. New Business

10.1 Resolutions

- **Resolution #1073 – Revision to the admission and continued occupancy policy for definition of family.**
- **Resolution #1074 – Adoption of new Housing Choice Voucher (HCV) Administrative Plan (Nam McKay & Associates)**
- **Resolution #1075 – Approval of the PHA Annual and 5 Year Plan**

10.2 Approvals

- **Approval to award contract for PHA Property/Liability Insurance Procurement***

11. Old Business

- **Receive and place on file National Center for Housing Management, Inc. File Compliance Audit – Findings and Recommendations for Housing Authority of the City of Pawtucket, RI.**

12. Executive Session

- **Approval of Executive Minutes from January 21, 2015**

13. Other Business

14. Adjournment

***Christy Hanaway, from GenCorp will be present for the insurance presentation.**

The meeting was called to order by Chairperson Kevin Rabbitt at 5:25 P.M. with a motion by Commissioner Carrera and was seconded by Commissioner Kelley.

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

Present

Kevin Rabbitt, Chairperson

Reinaldo Nieves, Jr., Vice Chairperson - Absent

Stella Carrera, Commissioner

Harvey Goulet, Commissioner – Absent

George Kelley, III, Commissioner

Robert Ricci, Commissioner

Beth Roberge, Commissioner

Stephen Vadnais, Executive Director

Maureen McNulty, Executive Secretary

Jim Goff, Deputy Executive Director

Joseph Loconto, Finance Director

James Ruthowski, Security Director

Robert Corsini, Operations Director

Lisa Cloutier, Attorney

Christy Hanaway, GenCorp

Election of Vice Chairperson

Chairperson Kevin Rabbitt asked that nominations for Vice Chairperson be tabled until the March 2015 Board of Commissioners meeting.

A motion was made to table the nominations for Vice Chairperson until the March 2015 Board of Commissioner meeting was made by Commissioner Carrera and was seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Resident and Public Concerns

Chairperson Rabbitt asked the residents in attendance if they had any questions or comments. Fogarty Manor residents have made complaints to management of neighbors smoking in their kitchen and leaving their apartment door open. The smoke is spilling out into the

hallway. Director Vadnais will have Jim Ruthowski from Security and Jim Goff, Deputy Executive Director follow-up on this complaint. Another resident noted that the smoking area that is provided is five feet from the building. He said it doesn't make sense. The Director said it is tough this harsh winter for those in the smoking area. Try to encourage your neighbors to go outside to the enclosed area. Residents are concerned about going outside to smoke at night. It is a safety concern. Non-smoking residents are concerned about their own medical condition from second-hand smoke. This has become a challenge for any property owner said Director Vadnais. Another long-term resident said he has been against the smoking ban from day one. He explained his thoughts on HUD policies and noted it is not about the policy but about the smokers. He does not think the non-smoking policy is fair. He claimed his rights have been violated. Security issues at Fogarty Manor have been a problem according to one resident. We need something done about security on Mondays and Tuesdays. We had a security incident with an intruder and the police came. The police did take care of it. Director Vadnais said that Jim Ruthowski does know about this issue and we do have some other ideas. There were no further comments at this time.

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of January 21, 2015 meeting. Commissioner Kelley addressed a correction on P. 8 of the minutes for January 21, 2015. In the Executive Session the motion to go into Executive Session was

seconded by Commissioner Kelley and not Commissioner Goulet. Correction made to the minutes of January 21, 2015 from Commissioner Goulet to Commissioner Kelley for the second approval.

There were no further questions or objections.

A motion was made to approve the minutes as corrected of the January 21, 2015 meeting by Commissioner Carrera and was seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Correspondence

Chairperson Rabbitt asked if anyone had any questions or objections to the Correspondence for January 2015. The Executive Director reviewed the document from the RI Division of Elderly Affairs. The

Pawtucket Housing Authority has been selected for the Housing Security RFP HS 2015 funding in the amount of \$14,290. Security Director, Jim Ruthowski noted that the state only gives out six of these grants a year and we have been awarded this for the past two years.

There were no further questions.

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

Chairperson Rabbitt asked if anyone had any questions or objections for the Approval to Award Contract for PHA Property/Liability Insurance Procurement. Christy Hanaway from GenCorp presented to the Board of Commissioners the Premium & Loss Detail information and Losses by Location relative to Housing Authority renewal this year. She discussed negotiated reduction in several areas; wind deductible, she advises flood insurance policy for Galego Court that is in a flood plain and reduced pricing property. Additional discussion on the Non-Renewal Difference in Condition, Options and Recommendations , Management Liability marketing efforts and option spreadsheet including recommendations of Executive Staff.

Chairperson Rabbitt asked for a motion for Approval to Award Contract for PHA Property/Liability Insurance Procurement Policy as presented from Christy Hanaway of GenCorp. A motion was made by Commissioner Carrera and was seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Executive Director’s Report

Chairperson Rabbitt asked if anyone had any objections or questions to the Executive Director’s Report for January 2015. Director Vadnais reviewed his monthly report for the Board. He announced that Jim Ruthowski, Security Director is moving his office to Kennedy Manor along with Jim Goff, Deputy Executive Director and Yolanda Saggal, Management Aide. There will be more office location changes so that we have a solid management and security presence at Kennedy Manor. A presentation on 560 Prospect was made to the Historical Preservation and Heritage Commission in order to go forward. This will be on the National Register for 560 Prospect for the purpose of obtaining historic tax credits. We also did a presentation to Rhode Island Housing for our 9% tax credit. We are working hard at different funding sources. In regard to Residential Assistance Demonstration (RAD) we are going to a zoning meeting on Monday night.

Chairperson Rabbitt asked about the resident who was reported being on the floor of her apartment for about nine hours. Director Vadnais said she pulled the safety cord in the bathroom that opens the door to her apartment and sets off a buzzer. We understand the residents did not know which apartment the buzzing was coming from. When that happens we need to encourage the residents to call 911 to get help from the rescue. Don't attempt to pick anyone up. Director Vadnais would like to hold workshops on how to aid residents in emergencies. Also, put an article in the Resident Services newsletter. Commissioner Kelley inquired as to what we do on these cold nights to shelter people. The Director said that from time-to-time Pawtucket Emergency Management uses St. Germain Manor for shelter. The PHA has opened it two times this winter. We only have about one to two people an evening. The City of Pawtucket and the Housing Authority limit the open hours for the shelters. Fogarty Manor is another location and Central Falls also has a location open. Jim Ruthowski was in an EMA meeting and was told that the Police Department keeps the Pawtucket Senior Center and the Pawtucket Library open during business hours. The Pawtucket Soup Kitchen was mentioned as another possible location to keep open. Director Vadnais said these locations are opened for warming centers and also for other emergencies such as tornados or power outages.

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 January 2015. There were no questions or objections to the Housing Management report at this time.

- o **PHAS Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the January 2015 report. There were no questions or objections to the PHAS report at this time.

- **Legal Status Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the Legal Status Reports from Attorneys Montalbano and Cloutier's office for January 2015. There were no questions or objections regarding the Legal Status Report.

- **Operations**

Chairperson Rabbitt asked if there were any questions or objections to the Operations Reports for January 2015. Mr. Corsini acknowledged receiving two school snow plows from the City. He will pick them up and put them to good use. One is in great shape. 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 Reports for January 2015. There were no 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 January 2015. There were no questions or objections.

• Security

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Report for January 2015. Chairperson Rabbitt acknowledged Jim Ruthowski on receiving The Division of Elderly Affairs Housing Security grant. There were no further questions or objections.

• Resident Services Report

Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Reports for January 2015. 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 Reports for January 2015. 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 January 2015 be received and placed on file.

New Business

Resolution #1073 Revision to the Admission and Continued Occupancy Policy for Definition of Family

Chairperson Rabbitt asked if anyone had any questions or objections to Resolution #1073 Revision to the Admission and Continued Occupancy Policy for Definition of Family.

Chairperson Rabbitt asked for a motion to approve Resolution #1073 Revision to the Admission and Continued Occupancy Policy for Definition of Family. A motion was made by Commissioner Carrera and seconded by Commissioner Kelley with an affirmative roll call vote:

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

**Resolution #1074 Adoption of new Housing Choice Voucher (HCV)
Administrative Plan (Nam McKay & Associates)**

**Chairperson Rabbitt asked if anyone had any questions or objections
to Resolution #1074 Adoption of new Housing Choice Voucher
(HCV) Administrative Plan (Nam McKay & Associates).**

**Chairperson Rabbitt asked for a motion to approve Resolution #1074
Adoption of new Housing Choice Voucher (HCV) Administrative Plan
(Nam McKay & Associates). A motion was made by Commissioner
Carrera and seconded by Commissioner Kelley with an affirmative
roll call vote:**

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Resolution #1075 – Approval of the PHA Annual and Five Year Plan
Chairperson Rabbitt asked if anyone had any questions or objections to Resolution #1075 Approval of the PHA Annual and Five Year Plan. Director Vadnais noted on P. 2 of the Plan a change in the operation of the project-based voucher program using up to 25% of its budget authority for project based assistance. The percentage will be changed to 20% according to the Director Vadnais.

Chairperson Rabbitt asked for a motion for Resolution #1075 Approval of the PHA Annual and Five Year Plan with the 20% change. A motion was made by Commissioner Carrera and was seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice-Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Old Business:

Receive and Place on File as Submitted – The National Center for Housing Management, Inc. File Compliance Audit – Findings and Recommendations for Housing Authority of the City of Pawtucket
Chairperson Rabbitt asked if anyone had any questions or objections to Receive and Place on File– The National Center for Housing Management, Inc. File Compliance Audit – Findings and Recommendations for Housing Authority of the City of Pawtucket.

On P. 6 and P. 7 the Recommendations were reviewed and the checklist was revised according to Jim Goff, Deputy Executive Director. We need to look into training for the staff. Director Vadnais noted we need to retrain and do testing in-house. Chairperson Rabbitt asked if this was reviewed with the staff. Mr. Goff said this revision was reviewed with the staff. It explained what should be in the resident's packets so every development has the same setup information.

Chairperson Rabbitt Received and Place on File as Submitted the National Center for Housing Management, Inc. File Compliance Audit – Findings and Recommendations for Housing Authority of the City of Pawtucket.

Executive Session:

None.

Approval of Executive Minutes January 21, 2015

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of the Executive Minutes of January 21, 2015.

Chairperson Rabbitt asked for a motion to approve the Executive Minutes for January 21, 2015. A motion to approve the Executive Minutes of January 21, 2015 was made by Commissioner Carrera and seconded by Commissioner Kelley with an affirmative roll call vote:

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Other Business:

None.

Adjournment:

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners February 18, 2015 meeting.

A motion to adjourn the Board of Commissioners February 18, 2015 meeting was made by Commissioner Carrera and seconded by Commissioner Kelley.

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

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Adjournment at 6:25 P.M.