

Special Meeting Minutes

The Board of Commissioners of the Housing Authority of the City of Bridgeport met at a Special Meeting at Fireside Apartments, 730 Palisade Avenue, Bridgeport, CT, on the 17th day of July, 2017 the place, date and hour duly established for the holding of such meetings Chairperson Andrews called the meeting to order at 5:50 p.m.

The Recording Secretary stated that this meeting is being conducted in conformity with the Open Public Meeting Act. Notice of this Special Meeting was faxed to the City Clerk Office.

Present:

Chairperson Cowlis Andrews
Vice Chairperson Hadassah Nightingale via phone
Commissioner Richard Garcia
Commissioner Stephen Nelson

Also, Present:

James A. Slaughter, Interim Executive Director
Alan Cashmore, CFO
Dave Ghio, Interim Director Planning & Development
Darlene Perez, Director of Human Resources
Deborah Woodson, Executive Operations Administrator

Special Guests: CohenResznick Kimberly Nardone and Melissa Ferrucci,

We are here to present the Audit tonight our **Objectives** are to:

- discuss our various reports issue
- Review the current and prior year findings
- Provide requires communications
- Future communications

In our Audit process, we have issued:

- Annual Financial Report – qualified Opinion related to pension
- Federal Single Audit Report – Modified opinion on compliance of major programs
- Communications with those charged with governance which is your Board of Commissioners

Notable Items In the 2016 Reports

- Qualified opinion on the pension
- You have a pension with the State of CT and an Audit has to be performed to look at the numbers and what the future costs will be.
- Change in net position of the BHA \$2,122.57
- New Investment disclosures
- Increase in net pension liability of \$376,351; total \$4,577,507 (unaudited)
- Increase in (OPEB) Other Post-Employment Benefits liability of \$1,146,793, Total \$10,929, 392

- Adjustment to HAP restricted net position

Now we will take you through the Findings. The BHA has made outstanding progress in taking care of the findings regarding Audit issues. And the Audit was submitted on time. In terms of Findings, there are two (2) types of findings. There are financial findings and Compliance Findings.

- General Ledger Maintenance – Not corrected
- Cash Receipt Audit Trail and Reconciliation - Corrected
- Interfund Receivables, Payables and Transfers - Corrected
- Bank and Investment Reconciliations - Corrected
- Component Units and Properties Managed by Third Parties – Not Corrected
- Accounts Receivable = Corrected
- Employee Benefits Liabilities and Expenses – Not Corrected
- Payroll – Not Corrected
- Loans Receivables being properly recorded - Corrected
- Capital Assets (Old assets need to be cleaned up) – Not Corrected
- Documentation and Proper Recording of Development Projects – Corrected

2016 Major Program Findings

- Allowable Costs Housing Choice Voucher regarding Port Ins – Not Corrected
- Wait List Public and Indian Housing – Not Corrected
- Reporting Financial Assessment Sub-System FASS PH & FASS PHA
- This will go away because the Audit was submitted on time this year – Not Corrected
- Eligibility Housing Choice Voucher – Information was missing from Tenant Files – Finding Updated
- Report Non-Compliance with Voluntary Compliance Agreement, this is a HUD finding – Not Corrected
- Eligibility Housing Choice Voucher Payments – Finding Updated
- Reporting HUD Form 60002 Report was not filed – New

In Summary, we have one (1) new finding; six (6) findings have been resolved, which is outstanding; two (2) findings have been updated and nine (9) findings have been repeated. The BHA has submitted a CAP (Corrective Action Plan) which outlines the steps they are taking to correct the findings.

Required Communications:

- Management Estimates
Depreciation
OPEB liability
Net Pension liability (unaudited)
IBNR (incurred but not reported) Self Insured medical and workers comp claims
- Qualified opinion related to pension
- Management representation Letter to CohenReznick

- Corrected and Uncorrected Misstatements and posted by Managements

Future Considerations:

2017:

- GASB 74 – Financial Reporting for Postemployment Benefit Plans, Other than pensions. There will be additional disclosures as it relates to OPEB
- GASB 90 – Blending Requirements for Certain Component Units- An Amendment of GASB Statement No. 14

2018

- GASB 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions

That is the end of our presentation. Do you have any questions?

[Commissioner Garcia] Is there a set deadline for answering the Audit findings?

[Melissa Ferrucci] No there is no set deadline for responding by us.

Public Comments:

Public Comment #1 [Bettie Cook] I am the RAB President for Scattered Sites.

I would like to know where the money has been going that was allocated for Scattered Sites. The money was not used for those jobs. Money was allocated for Stratford Avenue. It took five years and the money came up missing. Money was allocated by Mr. Miller while he was here and nothing happened. These are true facts. Mr. Byers allocated money for air conditioners for Fireside, nothing happened.

This is how we got in debt, money was being allocated and no one was checking to make sure the work was being done. And I want to thank you guys for coming on board at least I can call someone and you will step in.

Another thing I want to talk about is Stratford Avenue has raw sewerage. Mr. Byers saw it and it was also seen by Mr. Slaughter and nothing was done. Someone called the Board of Health. The raw sewerage is in the basement of 1810 Stratford Avenue.

[Commissioner Garcia] You mentioned the air conditioning at Trumbull Gardens. Is this in the building.

[Bettie Cook] I am talking about the air conditioning at the Trumbull Gardens Gym. The air conditioning and heat need to be fixed at Trumbull.

[Stephen Nelson] I asked about the air conditioning last month and I was told that it was fixed.

[Bettie Cook] It was never fixed.

[Stephen Nelson] I will follow up and find out what happened to the money because I want this taken care of. I will follow up with Fireside as well.

[Bettie Cook] A lot of things were allocated by Mr. Byers and the work has not been done.

[Cowlis Andrews] We will look into this and get back to you.

[Bettie Cook] Mr. Slaughter and Dave said they would make sure this was taken care of.

[Commissioner Garcia] Anytime you have raw sewerage, it is probably coming from the City. You should have called the Health Department. Next time call the Health Department because they have experts to further investigate the problem.

Public Comment #2 [Pearlie Sims Allen, Fireside Apartments]

I live at 655 Palisades Avenue, Apartment H-6. I have been complaining for a while about the mold. Just last week I went to the office and told Vicky, there is dampness in my apartment that is causing mold. I have a humidifier but I can't run it all day because I pay for utilities. No one seems to know where it's coming from. It's in several areas of my apartment.

There was discussion between the Chairperson, Cowlis Andrews and another resident complaining of mold in her closet.

[Pearlie Sam's Allen] We residents at Fireside that are Seniors need to have a comfortable place to go if you don't have air conditioning or your fan is not keeping your apartment cool. We need to be able to come to the Community Center and the air conditioning is not working. When it gets really hot we don't have a place to go, if they can't stay in the apartments.

Public Comment Speaker #3 [Karen Bracey, Trumbull Gardens]

I am not going to talk about US again. If I used my TPF funding that is intended for the residents and spent it, I would be in jail. My air conditioning and heating system is not working. Where is the money, since like Ms. Cook said the money had been allocated. Who spent it? Whose pocket is it in? I just don't understand that.

[Commissioner Garcia] We are all aware that HUD is cutting funding all over.

[Karen Bracey] I am aware of that, but this money was already allocated. Yes, we understand that everything is going to get cut. But this money was already allocated for things that we needed.

[Commissioner Garcia] The problems have been brought to the attention of the board and we will make sure that this is taken care of.

[Karen Bracey] This is the best Board we have had.

[Commissioner Garcia] As board members we have to assess the situation and get more information.

[Commissioner Nelson] It's a lot to absorb. You are not asking for too much. You have brought this to our attention and we agree that you should have air conditioning.

[Commissioner Garcia] We have to speak to the responsible people and hold them accountable.

[Commissioner Andrews] We will work with staff and get the job done.

[Karen Bracey] I had a meeting with my site manager and Mack Gray regarding the laundry room. They keep going up on prices yet nothing is getting done. My last thing is in our lease it says that housing is suppose to provide stoves and refrigerators. We have had several residents to complaining that their stove or refrigerators are not working. Some of the resident's food has spoiled, maintenance can't fix it they need a new refrigerator. Some have not received a new refrigerator in years.

[Commissioner Andrews] Did you tell your manager?

[Karen Bracey] Yes, I did, weeks ago, I complained that resident's appliances are not working and they are not getting new ones. She said she would look into it.

Are we getting a new contract with a New Security Company?

[Commissioner Garcia] We are working on it.

[Commissioner Andrews] With all due respect, we can only talk about things that have happened in September when we were appointed to the BHA as Commissioners. Anything that happened before September, I can't help you with.

Public Comment #4 [Catherine Stewart, President Harborview Towers]

The security guards have left our buildings unattended and left our doors wide open.

[Commissioner Garcia] Have you spoken with your Property Manager?

We don't have a Property Manager?

[Commissioner Andrews] They mean your Site Manager.

Yes, she knows. It is basically the third shift and I can't that we are paying them \$188,000 a year and they are not protecting us. They left both of the sliding entrance doors open. And they had left the building. This has happened three time already.

[Commissioner Andrews] Has this person been fired?

[Catherine Stewart] No. You can't even find them, no less fire them. That's all I have to say.

Public Comment #5 [Brian Banacowski, 730 Palisades Avenue, #G3]

I have worked in plumbing for over 20 years and I know where the mold is coming from. All the gutters are all clogged up, so the water is dripping and going into the foundation. The basement is filled with mildew, It's in the closets and in the ground. I have been working on this for 20 years. The basement needs to be cleaned. If you open up the door and look inside, it's real nasty and dirty. It needs to be cleaned. That's why the mold is forming and going into people's houses too.

[Commissioner Nelson] Is that in the crawl space??

[Brian Banacowski] Yes, it's in the crawl space. Also, the seals on the toilets need to be changed.

[Dave Ghio] I am the Interim Director of Planning & Development and I have been here for the past three years. Fireside Apartments have had a long history of mold and mildew. For that reason and in the last three years, the trees that have been clogging the gutters have been removed. Many of the roofs need to be replaced. Design specifications have been completed and they will be going out to bid this summer. We have already tested the moisture in the air. We are going to regrade the entire site because we have to comply with certain requirements for 504 consideration. We would like to consider individual cooling and heating systems which would take a lot of work. It's a three to four year fix and we are about one year into it.

[Commissioner Andrews] Two more comments and then we have to move on to the business of the BHA.

Public Comment #6 Deliza Nunez "Daisy", 655 Palisades Avenue

Hi my name is Daisy, I resigned as President of Fireside and want to know when there will be new elections. I have received calls from the residents asking when is there going to be a new election. As everyone knows, I was dealing with a lot of issues. A lot of things were going on and that's why I resigned. My residents here felt that I was doing a great job and have signed a petition, which I have here. It was given to me by one of the residents saying that they want me back as President. Also, when I resigned, I was having problems with my Secretary Pearlle Sams Allen and I sent her a letter terminating her services because she was not helping me with anything. Everything that I tried to do for the residents got blocked. They told me that I had to bring her before the residents at a meeting, which I did. And during that meeting Pearlle Sams Allen resigned. I have her letter or resignation. I realized that she is still involved with council issues. I don't understand why is it that I resigned and I am not allowed to come back and she is still continuing to be involved in Resident Council Activities and attending RAB Meetings and everything else. I don't have any personal issues with Ms. Pearlle Sams Allen she is my next door neighbor. I have been accused of things that I did not do. For example I was accused of doing parties for the residents, which I never did. For one we didn't have any money for that and

two the residents feel that I was doing a great job otherwise they would not have signed the petition. I had nothing to do with it, it was brought to me.

[Commissioner Garcia] Who's is responsible for holding the election??

[Bettie Cook] First of all Ms. Nunez resigned as President. I get along with all the Presidents on the RAB. I asked her why was she resigning. First of all she wanted to do things with federal funds that you can't do.

[Daisy Nunez] Ms. Cook, I am standing right here. Name one thing that I was doing wrong.

[Bettie Cook] Mr. Slaughter she was trying to have a bake sale and stuff and buy T-Shirts and stuff.

[Daisy Nunez] Ms. Cook first of all, I don't bake. I don't cook.

[Bettie Cook] Excuse me. I told her that I could not come back to Fireside until after the 20th. The 24th I have to go to Trumbull Gardens. On the 26th I have P.T. I cannot come back here. This is the only site with trouble and that the President resigned. The Vice President resigned. I have all the resignations.

[Commissioner Garcia] Are you going to hold another election??

[Bettie Cook] Yes, as soon as I finish with P.T. And that is what I told her. I told her once you turn in your resignation, you can't be part of the council. I asked her why did she resign?? She didn't give me an explanation.

[Commissioner Nelson] Are you following the provisions in your By-Laws?

[Bettie Cook] Yes, we are following our By-Laws, Stand up RAB!, Stand up RAB.

[Daisy Nunez] First of all the T-Shirts were going to come out of money personal money. I wanted my residents to wear the T-Shirts for the Commissioner's Meeting in support of asking housing to fix the cameras here and get security. She said I didn't have the right to terminate the Secretary. Ms. Pearlie Sams Allen resigned on her own. I didn't make her resign, I have the letter right here,.

[Bettie Cook] You made her resign?

[Daisy Nunez] No, I don't think so. She resigned on her own.

[Commissioner Andrews] This is not the appropriate forum for this type of discussion.

[Daisy Nunez] Yes, it is. Because she resigned on her own.

[Commissioner Andrews] Mr. Slaughter will meet with you. This information is being recorded and is part of the record.

[Commissioner Andrews] I am going to take the Chairman's prerogative and send this back to the RAB.

[Bettie Cook] Thank you.

[Daisy Nunez] So this has been like a soap opera and we are getting nowhere.

[Bettie Cook] I beg your pardon.

[Daisy Nunez] It's going to go around in a circle and it's not going to go anywhere. I just want this to be public notice because I have been accused of many things that I didn't do. And they are still saying things. As a matter of fact, you guys were having a meeting outside and accusing me of something else.

[Commissioner Nightingale – via phone] This is not the place for this to be handled like this. All this he said, she said crap needs to go somewhere else.

[Commissioner Andrews] Mr. Slaughter please contact the RAB and get this straightened out.

[Daisy Nunez] I wanted to bring this up, so that everyone would know what the situation is.

[Daisy Nunez] OMG!!!

[Unknown resident] Wanted to know why the laundry room is closed on Saturdays?

[Vicky Ocasio] That was a situation going on so they decided to close the laundry rooms on Saturday. We decided to close the laundry room on Saturday.

[Unknow Resident] Who is we??

[Vicky Ocasio] The manager and maintenance. Because certain situations were going on here. Before I came to be the Interim Manager.

[Commissioner Andrews] Was it crime?/

[Vicky Ocasio] Yes, it was illegal activities going on. So we decided to close the laundry room on Saturday. They have between Monday through Friday to wash clothes.

[Unknown Resident] Why punish everybody?

[Vicky Ocasio] To be fair we just had to close them.

[Commissioner Andrews] Is there someone here with a key that could monitor the laundry room on Saturday?

[Vicky Ocasio] I have a key and so does the maintenance staff.

[Commissioner Andrews] Let's brainstorm with the tenants and come up with a solution and report to Tiffany because I am not your boss.

[Vicky Ocasio] Thank you.

[Commissioner Andrews] Can I get approval of the Minutes of June 21, 2017

Commissioner Andrews	Aye
Commissioner Nightingale	Aye
Commissioner Garcia	Aye
Commissioner Nelson	Aye

Minutes have been approved 4 – 0

Secretary's Report

My report is a brief synopsis of the meetings and conference calls, I have had for the month of June.

It has been noted and is on record:

Commissioner Garcia Completed his Commissioner's Training on June 27, 2017.

Commissioner Nelson completed his Commissioner's Training on June 28, 2017.

Sub- Committee Reports – Nothing to report.

Finance:

[Alan Cashmore] My report is the same as it has been in the last few months. The Section 8 Department is showing a slight improvement with a \$50,000 which overall for the year they are still down. We are just starting to work on the budget for the upcoming year. This will be presented to the board for approval at the September meeting. We shall have some recommendations for the board at the August meeting.

HCV

[Coreen Toussaint] For this pass month we have been reviewing case files to insure that we are meeting HUD standards and quality assurance. We are currently going through all of the files and organizing them to make sure the meet SEMAP indicators. And I am looking over the ADMIN Plan to see that changes need to be done that are necessary for the agency. Any Questions.

A corrective action plan was submitted to QUAD in response to their findings. I have placed a checklist in each caseworker's folder and I will be going through these files. I am pulling a certain amount from each COS on a monthly basis to do a double check to make sure that everything that it needed it there and to address those issues and make sure each file is complete. Of course I won't be able to check each one but if we can get an overview of what each COS is doing we can be sure that we are meeting that standard.

[Commissioner Garcia] What is the time frame before you sign a HAP contract?

The current process is once the inspection report is submitted, they have within two weeks to lease up. I am looking over that and I am trying to get things to be done within four days because we can lose landlords because they are not getting paid on time or because the units are not ready. They will generate contracts and let the tenants know they can move in.

Modernization:

[Dave Ghio] We are in the process of getting quotes for the air conditioning at the Trumbull Gym. The price would be approximately \$300,000. I am passing out progress schedules for contracts awarded last month. They are required to complete the work in 30 days. They are ahead of schedule but no one is behind schedule. We are tracking and monitoring the work. And I want to remind you that they were all done for less than \$9,000 per unit.

The second page you will see the bid results for the 11 units at Trumbull Gardens. We are presenting a resolution tonight to award this contract. The average cost is \$6,000 - \$7,000 per unit with labor and materials.

Asset Management:

[Tiffany Maldonado] Public Housing Developments are currently trending at 94% occupied. Housing Managers & Assistant Managers continue to attribute the difficulty to turn vacant units due to lack of staff; the high amount of reasonable accommodations/emergency transfers between developments and increasing applicant refusals at certain developments due to vandalism/crime at the sites, as well as evictions for non - payment of rent cases. We are continuing to work with the legal department on non-payment eviction cases as well as lease enforcements for criminal activity. We are hoping that the MOU with the City of Bridgeport will address some of those problems. Our TAR's are at 26% and 98.25% for re-examinations. Any Questions?

[Commissioner Andrews] Have we met with the RAB regarding the ACOP??

[Tiffany Maldonado] Not yet. We will contact them.

[Commissioner Andrews] James please make sure that they meet with the RAB., so that they can go through the ACOP.

[James Slaughter] Hopefully, the RAB can give us our comments for the 2016 Annual Plan. They were due at the end of June.

[Commissioner Andrews] How are we doing with the Temps? I know we can't do overtime. I know that P.T. requested additional help.

[Tiffany] We are using Temps.

[James Slaughter] Yes we are using Temps but it is very expensive. It's not what the Temps are being paid, it's what we are paying the agency. We will work with the HR and Finance and do testing to bring these maintenance mechanics on to do turnarounds.

[Commissioner Andrews] Are we ready to test those people??

Resident Selection:

Diedra Perry was not present

Security:

[Ralph Villegas] Good Evening I am Ralph, chief of security. For the last month or so, we have been working with the police with the MOU, I think we have finally hit the ground running. I have been working on the posts, getting them up to par and installing phones so that they can use them.

They are going to try and get cell phoned to give to the residents their cell phone numbers. We are also installing answering machines so that the residents can call and get answers. They are going to have business cards made to give to the residents. Also, we have a Homicide/Suicide last week at Trumbull Gardens, so I was busy with that for several days. We are having issues with the Security Company. I have been working with Caroline and she is reaching out to HUD, because we only have one bidder and we are disqualifying them. We are looking at State and GSA contracts. So, Caroline is trying to get some guidance from them. Otherwise we will have to go back and put out another RFP.

[Commissioner Andrews] We need to get a security plan together and utilize our Tres Pass and Ban Policy.

[Ralph] We are continuing to meet bi-weekly with the Police Department.

[Commissioner Nelson] It's important that our staff and residents need to develop a relationship with the police.

Legal

[Seon Bagot]

I am going to be very short and brief. We have approximately 300 active legal court cases. The long and short of it is, most of our residents are paying the rent and back rent. If you look in your board packages for the month of March. So, for example when we ran TAR's back in March we were at 20%, earlier on we were at 15%. So, what that means is not only are people paying the rent that is do this month, they are paying the rent that they owed us in prior months. I have to tip my hat to the Managers, they have really been working hard to collect rents, coming to court and assisting in getting the residents that have been problematic out of housing. Thank you. Are there any questions??

HUMAN RESOURCES

[Darlene Perez] Yes, we have hired maintenance staff to help reduce the unit turnovers. The other side is that we are the end of arranging testing for our maintenance mechanics. It's a Web based program we are trying to use a school that is away from the site so that there is no question of sharing information or how it being conducted. There will be to proctors ready to this by the end of the month. We have solidified a place because Gary Crooks is the only computer lab that we are looking at. But the PCC's are side by side and they could be looking at each other and we don't want that. Unfortunately, we would have run this even faster but our problem is that a test has been shared over and over again. Where I have found them in multiple locations and we can't use them. We want to make sure that we are testing the right skills in phases. The first is the written or computer based; the second is hands on with an outside contractor and the third one will be a review of their personnel file for any disciplinary action or anything contradictory to potential demotion. I booked for 20, I don't know if we are going to open it up internally, but I know that the 8 that are interim have been extended to August 14th and they have to past the test.

[Darlene Perez] We are in the process of hiring two service coordinators for Harborview and Fireside they will provide social services the elderly and disabled.

[Commissioner Andrews] In the last 6 – 9 months we have made progress.

[Commissioner Nightingale will not be Voting via telephone]

ACTION ITEMS

- 1. RESOLUTION AUTHORIZING AN EXTENSION OF THE CURRENT CONTRACT WITH NAN MCKAY AND ASSOCIATES, INC. TO PROVIDE TEMPORARY CHIEF OF OPERATIONS SUPPORT IN THE FINANCE DEPARTMENT FOR A PERIOD OF SIX MONTHS AT THE NOT-TO-EXCEED AMOUNT OF \$105,216.00**

Roll Call:

Ayes: Andrews, Garcia and Nelson
Nays: None
Abstentions: None

The Motion carried 3 - 0 - 0.

2. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO VARIOUS CONTRACTORS TO PERFORM RENOVATIONS ON 18 VACANT UNITS AT TRUMBULL GARDENS IN AN AMOUNT NOT TO EXCEED \$121,039.00

Roll Call:

Ayes: Andrews, Garcia and Nelson
Nays: None
Abstentions: None

The Motion carried 3 - 0 - 0.

3. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT IN THE NOT TO EXCEED AMOUNT OF SIXTY-THREE THOUSAND TWO HUNDRED AND FIFTEEN DOLLARS AND TWENTY CENTS (\$63,215.20) TO KAFA GROUP TO RENOVATE UNIT 205 AT THE PT. BARNUM APARTMENT COMPLEX

Roll Call:

Ayes: Andrews, Garcia and Nelson
Nays: None
Abstentions: None

The Motion carried 3 - 0 - 0

4. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT IN THE NOT TO EXCEED AMOUNT OF NINETY THOUSAND DOLLARS (\$90,000) TO EXQUISITE CONTRACTORS, LLC FOR KOSSUTH STREET DUPLEX RENOVATION

Roll Call:

Ayes: Andrews, Garcia and Nelson
Nays: None
Abstentions: None

The Motion carried 3 - 0

Meeting Adjourned 8:03