

Annual Meeting Minutes
Board of Commissioners
150 Highland Avenue
Bridgeport, CT
January 8, 2018

The Board of Commissioners of the Housing Authority of the City of Bridgeport met in at the Annual Meeting at 150 Highland Avenue, Bridgeport, CT, on the 8th day of January a` 2018, the place, date and hour duly established for the holding of such meetings Chairperson Andrews called the meeting to order at 5:30 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:

Alan Cashmore, Chief Financial Officer
Sean Bagot, Director of Legal
David Ghio, Director of Planning, Modernization & Development
Tiffany Maldonado, Director of Asset Management
Tony Manley, Facilities Administrator
Diedra Perry, Resident Selection Manager
Rafael Villegas, Chief of Security
Caroline Sanchez, Director of Procurement
Coreen Toussaint, Director of the HCV Program
Deborah Woodson, Executive Operations Administrator

Good Evening everyone, we are opening the Annual Reorganization Meeting for the BHA also known as Park City Communities. We would like to welcome you to our Annual Meeting!

Roll Call:

Commissioner Andrews	Present
Commissioner Nightingale	Present
Commissioner Garcia	Present
Commissioner Nelson	Present

We have no comments from Invited Officers, the Mayor or any other City Officials. The purpose of this meeting is to Re-Elect Officers.

[Commissioner Andrews] What do we do next Seon?

[Seon Bagot] Mr. Slaughter will be the presiding officer.

[Commissioner Andrews] Okay, we will turn the meeting over to Mr. Slaughter.

[James Slaughter] At this point, I will take nominations from the floor for Chairperson from the Board. Are there any nominations?

Commissioner Nelson, I would like to nominate Cowlis Andrews as Chairperson.
Commissioner Nightingale, I second the nomination for Cowlis Andrews

[James Slaughter] Are there any other nominations?

[Nightingale] No, because they won't pass. So, you might as well move on and get it over with.

[James Slaughter] All those in favor say Aye.

[Commissioners] All said Aye.

[James Slaughter] We can take a vote or do it by unanimous acclamation Cowlis Andrews has been nominated re-elected as Chairperson.

[Commissioner Andrews] Is there a nomination on the floor for Vice-Chairperson.

[Commissioner Nelson] I nominate Commissioner Nightingale.

[Commissioner Garcia] Second the nomination.

[Commissioner Andrews] We will close the nominations. Ms. Nightingale do you accept the nomination? I got to stay here to keep you in check.

[Commissioner Nightingale] Yes, I accept.

[Commissioner Nelson] I make a motion to close nominations.

[Commissioner Andrews] All in favor say Aye. What else do we have Treasurer? Are there any nominations for Treasurer? Who was treasurer last year? Commissioner Garcia.

[Commissioner Nelson] I nominate Commissioner Garcia for Treasurer.

[Commissioner Nightingale] I second the nomination for Treasurer.

[Commissioner Andrews] Nominations are now closed.

[Commissioner Andrews] Are there any remarks from the Commissioners?

[Commissioner Nightingale] I would like to say something. We have made a little progress. I hope to do better next year. We all seem to be working together to a certain extent. But some of this pettiness needs to be put aside and we need to stop dwelling on things like procedures. We need to be dwelling on getting money to get our budget back in line. A lot of money seems to be going out that should not be paid out. A lot of money seems to be paid out for double duty. I feel

and I know that no one is going to agree with me, I don't know where the money is going. I don't know about some of the miracles that they are talking about that they are talking about. We have made some accomplishments but some of the things that they have talked about, I have not seen. We are still a troubled agency, so until we are "Troubled", we have a lot of work to do. It has to be done with us working in order. You have to throw that me out, because its suppose to me We are working together. And those that want to get paid for things that they really shouldn't be paid for, those that want special favors, we need to do what we are supposed to do. Then we can have something to talk about. Instead of taking about each other and finding fault with each other. We need to stop doing that. We need to search ourselves before we start talking about someone else. Everyone has dirt in their house. Everybody has some skeletons in their closets, that they don't want to talk about.

[Commissioner Andrews] Is there another Commissioner with something to say?

[Commissioner Garcia] On the contrary, I think that we have come a long way. I have noticed that the team that we have put together seems to be working and it looks like you guys are working well together. I would just ask that you stay focused and step it up another notch. I think that we are almost there. It is not that difficult to get to a Standard Performing Agency, we just have to stay focused. We need to put all these distractions to the side, so that we can reach out goal. I think that if everybody is thinking the same way, and singing on the same note we can accomplish that. If not by the end of the year, then maybe by the end of next year.

[Commissioner Nelson] Being the newest member on the Board of Commissioners I had the chance to sit back and observe what's been happening. I also agree that we are making progress and going in the right direction. If there is any fighting going, I am definitely not aware of any fighting going on. We can all disagree to disagree. But we all need to be going in the same direction. I appreciate the privilege to sit on this Board. I just want to continue to work with each and every one of you, to get this Agency going in the right direction.

[Commissioner Andrews] I would like to take this time, to thank of the commissioners for giving me and us council. I thank you for providing your various expertise and giving your time, at no charge to the Housing Authority. I thank you for your Leadership and Council. I would also like to thank the Staff, each and every one of you have worked hard and you have criticized sometimes fairly and sometimes unfairly. But as a team you kept working and I appreciate that. You are the reason why the Agency is going in the right direction and I appreciate that. In addition, I would like to thank the RAB Boards and Presidents for coming out every month and letting us know what is going on. You let us know when we drop the ball and you let us know when we are needed. I do appreciate you Ms. Cook and Ms. Bracey. We have to continue to move, say what we say and not take it personally. There will be times when we disagree and we may get heated, but we all need to move in the same direction. And that means the Board, Staff and residents, they are the reason why we are here. We must continue to respect them and each other and move forward. In the coming year, it is very important, that we move off of Trouble status. That is our goal and stay focused. There will be some screaming and yelling and fighting because progress does not come easily. But is takes staff, the board and residents. We need our AMPS to look better physically; we must make out places safer to live. If you see something, say something discreetly. I thank all of you for working hard, this is our last year to get it right.

If we don't get it right, they will more than like privatize the public housing side of the Agency. Once again, Thank you.

[Commissioner Andrews] Interim Executive Director would you like to say something.

[James Slaughter] Park City Communities is entering a new era and is committed to positive change through sound management, financial planning and allocating resources properly. First and foremost, we must serve out residents; without them, Park City Communities is not in compliance with us with its principal mission of providing decent, safe and sanitary housing. This mandate serves as baseline for the remaking of this agency in accordance to Recovery Plan as mandated by the Department of Housing and Urban Development, (HUD). We have specific items, but I want to highlight a few items to detail our challenges including:

- Getting our financial house in order by paying legacy debt, long term bills
- Collection of rent and leases, it is only fair that all individuals living in housing authority properties
- Submission of Annual Audit Reports on Agency financial conditions
- Dealing with work order repairs in a timely basis to address issues in the public housing units
- Decreasing vacant units to maximize resident occupancy
- Collection of Rents in an expeditious mater and ensuring adherence to leases
- Turn Around units quickly through systematic renovation upon move out

- Preparation of additional reports needed to capture activities for Housing Choice Voucher
- Undertaking new initiative and reporting for HCV with a limited staff
- Determining priorities for funding and undertaking capital projects that previously been neglected

Still, this is not a report of an agency that has absolute failure, as staff has worked with Managers and Department Directors to initiate the process of changing the culture and performance of all staff. Such initiatives include providing internal and external training; assessment of the condition of infrastructure; examining long term agreements and improving relationships with residents. At one point, this was an agency with a staffing size of 157; then reduced to 85 persons due to a budget crisis. We have been able to overcome that crisis and move our optimal size will be 110. So, we must do more with less.

Highlights

Despite challenges, Park City Communities staff accomplished several items including during 2017.

- A reduction in health insurance through a new contract resulting in \$2.5 million in savings

- Completion of long planned capital projects as Boston Commons
Renovation and Compactor installation in Harborview and C.F. Greene
Homes
- Submission of the Annual Audit on time for the first time in five years
- Reduction in TARS and increase in rent collection through enforcement and
negotiation
- Increase in Occupancy Rates for 89% to 94% towards the goal of 95%
- Increase in Landlord contracts and increase in the HVC Subsidy
- Raising accreditation to a Standard Agency based upon HUD designation
- Payment of legacy debt through various vendors being made current or paid
off
- Submission of HUD financial reports on time
- Submission of FY 2017 FDS on time
- Completion of Annual Plan and acceptance from HUD for 2015, 2016 and
2017

Finale

Therefore, we move forward with additional challenges, but we focused on reform through labor agreements, compliance operating procedures and improving management. Some of new initiatives include revamping Community Service

requirements, increasing Section 3 participation, developing of independent programming with the Resident Advisory Board, Security/Safety initiatives and Joint Initiatives with city agencies and health entities. It was been my pleasure to work with this staff during my sixteen months as the Interim Executive Director and I look forward to moving to Standard Performing to High Performing Agency.

Thank you.

[Commissioner Andrews] Is there a motion to Adjourn the Reorganization part of the Meeting. I told you only three minutes. We will now continue with our Regular Meeting of Park City Communities.

Roll Call:

Commissioner Andrews
Commissioner Nightingale
Commissioner Garcia
Commissioner Nelson

[James Slaughter] Chairman you have a Quorum.

We will move on to Public Comments. Is there a sign in sheet?

Public Comment #1 Bettie Cook

My name is Bettie Cook, I am the President of the RAB and Scattered Sites. I would like to comment about the heat. It is very, cold and a lot of the tenants are on blood thinners. The way the heat is going, some of them are using space heaters. I know that you don't want them to use them,
But they have to do something to keep warm. A lot of pipes have busted.

[Commissioner Andrews] Some of my colleagues at work have had their pipes burst.

[Commissioner Garcia] It has been one of the coldest winters we have had so far. A big part of the problem is that most of these buildings don't have proper installation in the walls, although the heat might be working. Without proper installation, the cold air comes right through the walls. Residents need to wear warmer clothes, like sweat pants and sweatshirt.

[Commissioner Nightingale] Are you going to distribute these items to the residents?

[Commissioner Garcia] These are things that people already have.

[Greg Johnson] I just want to say, it was the space heaters that caused the recent fire at Greene Homes. My staff and I have gone into resident's homes with our thermos gun and the heat is registering 70 degrees or a king size bed is blocking the radiator or a sectional couch is blocking the radiators in the living room and the bathroom window is open. We have to educate our residents, but the heat is working. My own pipes burst at home.

Public Comment #2 Karen Bracey

As you know, a pipe busted in the Gym in the kitchen. I hope there is money somewhere to repair my kitchen. Thank you. Parking, we need a towing service.

[Commissioner Andrews] We will find the money to fix your kitchen. Ralph, can we get the BPD to help with towing cars.

[Ralph] They won't help us.

Motion to approve Minutes from December 19, 2018.

Roll Call:

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

Minutes approved 4 – 0

[Commissioner Andrews] Bills and Communication

Finance

[Alan Cashmore] The Finance Report was handed out this evening. The computer system was down last week and we had problems with the servers. COCC, Public Housing and HCV are all reporting a net gain. Although COCC is very small, only \$3,484.00. Public Housing has a net income of \$104,000. However, there are a few onetime charges against it for Worker's Comp

claims. In order to close out the case, this is what the insurance company is requiring of us. All of the major programs are making money. Although COCC and Public Housing are very slim.

[Commissioner Andrews] We need for your team to sit with Tiffany and her team and Coreen her team to go over budgets. We have six months to do this. Each Manager should know and understand their budget. We are going to try and put money in reserves this year. Do we have the utilities?

[Alan Cashmore] Right now we have outstanding \$155,000 and last month it was over \$400,000.

[Toney Manley] I was talking to some of the managers today, we need to start winterizing some of these apartments.

[Commissioner Andrews] If we can winterize the apartments and it won't be an additional cost, we can do those things.

Housing Choice Voucher

[Coreen Toussaint] Good Evening, so the HCV voucher program is still in HUD's approval rating for our PIC Submission. We have been at 98% for the past two months. We are also preparing for our SEMAP review, they are coming in next Thursday and Friday to finalize our standard. We are also looking at how best we can make changes to meet all our goals and milestones appropriately, so that things are not falling through the cracks and held responsible for items that we should have taken care of.

[Commissioner Andrews] Did we ever finish that audit?

We have to meet with HUD to do a final closeout.

Department of Planning and Development

[Dave Ghio] Good Evening Everyone and Happy New Year! It has been a world wind in the last couple of weeks and will continue in the coming weeks. We have been working closely with Procurement; Asset Management and Finance. My focus has been with getting my portion of the units cleaned up.

Fortunately, we are sizing up our budget and creating new plans. As you can see I have created a new report from Planning and Development and it is designed to identify each of the properties. There is status of all of our properties whether open or closed and who the contractors; project managers and architects are. I am hoping that is going to be your dashboard of questions and concerns that you can bring to the meeting and if you are asked what is going on at PCC, that information will be available to you. We as a department will always be available to answer those difficult questions. We are in the process of kicking off some big projects relative to life safety and health improvements. I know there is a special interest in the Trumbull Gardens Gym. Everything has been ordered and will take 4 – 6 weeks to complete. The contractor has promised to get started as soon as the parts arrive. I am looking forward to the New Year and working with this Board; Executive Management and our Residents. Are there any questions?

Procurement

[Caroline Sanchez] We currently have open the Security Guard RFP. I decided to separate them since, one is for Trumbull and one for Harborview. But because we have not gotten any good results, I decided to split them up. So, next Wednesday, we are having a Pre-Bid Conference for Security Guard Services for Harborview Towers. Commissioner Nelson you are welcome to join us if you like, it starts at 10:00 a.m. Commissioner Nightingale you are welcome as well. And next Tuesday, we will be releasing the one for Trumbull Gardens. I don't have dates yet, but I will let you know. Future RFP's will be for Marshall Services, we have to go back out for that. The next bug project is for IT Software, the Directors will play a part in the selection. We will no longer have Visual Homes Software so we will have to go out and procure.

Asser Management

Currently, we are 94% occupied. I would like to thank my staff for completing the HUD Occupancy Plan. We turned over a total of 60 units in the allocated time frame that was given to us by HUD. Also, we are at 94% for our monthly re-exams. We have been trending with that for several months. We are still waiting for the REAC scores for Scattered Sites and Marina Village. HUD has not released these scores although we have made several requests to our Local Field Office and Washington. We will be posting No Smoking Signs at all of the sites, in the interior and exterior by the end of the month. And we will also be renewing our Flat Rent Policy in accordance with HUD.

Resident Selection

[Diedra Perry] Hello Everyone. Currently, we have 1,144 people on our waitlist. There are 671 1 bedrooms; 188 two bedrooms; 295 three bedrooms; 53 four bedrooms and 22 five bedrooms. Our waiting list for 4 and 5 bedrooms is currently open. Scattered Sites wait list is 15.

[Commissioner Andrews] I thought the waiting was open? Didn't we discuss this months ago? I thought we said leave it as it is? If you are looking at higher income people, you would have a larger universe.

No, it is not open. They are not income eligible? We submitted a suggestion on what the new numbers should look like, so that we could get more people that qualify. And we have been waiting for an answer from you guys. Leaving it at the way it is, we are not getting applicants that qualify. If we are looking for applicants and they are not applying, we are defeating the purpose.

Legal:

[Seon Bagot] Good Evening. If you look at my report, you will see that "Rent collection for the month of December was relatively good albeit the Christmas holiday. Our Marshals have been back to work starting January 3rd. The legal department working in conjunction with the housing managers are taking a more measured approach in terms of physical evictions. HUD has set an aggressive goal in

terms of TAR's and much of the progress we've made in terms of rent collection are a byproduct of lease enforcement."

Security:

No report.

ACTION ITEMS:

1. RESOLUTION RATIFYING PROPOSED AMENDMENTS TO THE COLLECTIVE BARGAINING AGREEMENTS FOR ALL REPRESENTED EMPLOYEES

Roll Call:

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

Resolution approved 4 – 0

2. RESOLUTION AUTHORIZING AN EXTENSION OF THE CURRENT CONTRACT WITH ARON SECURITY FOR SECURITY GUARD SERVICES FOR IN AN AMOUNT NOT TO EXCEED \$115,000.00 FOR AN ADDITIONAL THREE MONTHS

Roll Call:

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

Resolution approved 4 – 0

3. 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 ELEVEN MONTHS AT THE NOT-TO-EXCEED AMOUNT OF \$49,477.00

Roll Call:

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

Resolution approved 4 – 0

4. RESOLUTION ADOPTING SCHEDULED DATES FOR BOARD OF COMMISSIONERS MEETINGS FOR FISCAL YEAR 2018

Roll Call:

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

Resolution approved 4 – 0

6 RESOLUTION AUTHORIZING CHANGE ORDER NO. 7 IN THE AMOUNT OF \$18,850.00 FOR ADDITIONAL WORK TO COMPLETE FIRE ALARM RELOCATION & ADDITIONAL ELECTRICAL WORK IN THE BASEMENT FOR BOSTON COMMONS ALTERATIOMS AND RENOVATIONS TO A NOT TO EXCEED AMOUNT OF \$1,516,816 TO CONTRUCTION MANAGEMENT SYSTEMS OF AMERICA, LLC

Roll Call:

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

Resolution approved 4 – 0

MOTION: Motion to Adjourn made by Vice - Chairperson Nightingale.
Seconded by Commissioner Garcia.

ADJOURNMENT: 7:39 p.m.

