

Annual Meeting Minutes
Board of Commissioners Meeting
February 13, 2016

The Board of Commissioners of the Housing Authority of the City of Bridgeport met in an Annual Meeting at 376 East Washington Avenue, Bridgeport, CT, on the 13th day of February 2016, 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 Annual Meeting was faxed to the City Clerk Office on January 3, 2017 via Facsimile Transmission.

Annual Meeting Address:

Chairperson Andrews thanked residents, visitors and employees for Attending the Annual Meeting and thanked the Board for re-electing him as Chairperson. We are trying to get a fresh start and we want to make this housing authority the premium housing authority of the major cities in the State of Connecticut. We rely on you and our partners like Optimus Healthcare and ABCD Day Care and others to help our residents and to move us forward. Because we are serious about becoming the most professionally run and operated housing authority in the State of Connecticut. It is going to take hard work and one of the things that I said to my children is good, better, best. Good, better, best never let them rest. So good is better and better is best. When my daughter was in second grade she could not subtract, so we worked with her and my daughter who could not subtract is graduating from College in May as a Physics Major. So we went to see Hidden Figures and everything that, that woman wrote on the board. If anyone saw Hidden Figures my daughter knew it and had done. My daughter received a scholarship from that same place that those ladies worked. So she is at Hampton. And so if we work at it, I know for a fact that we will be there and that's why I don't back down. We are going to face every challenge and like I said, we are going to be the cleanest, best managed and professionally run Housing Authority of all the major cities in the State of Connecticut. Thank you

[Commissioner Andrews] It's on you James, I guess you can go on and do the elections.

[James Slaughter] We need to take attendance first for the Annual Meeting, Seon.

Roll Call by: Seon Bagot

Commissioner Cowlis Andrews	Present
Commissioner Hadassah Nightingale	Present
Commissioner Richard Garcia	Present

[We have a quorum)

Also Present:

James A. Slaughter, Interim Executive Director

Sean Bagot, Senior Legal and Compliance Analyst
David Ghio, Interim Director of Planning, Modernization & Development
Tiffany Maldonado, Director of Asset Management
Deborah Woodson, Executive Operations Administrator/Meeting Recorder

[Commissioner Andrews] I guess I'll turn it over to you for the nominations.

At this time, we are taking nominations for Chairperson.

Election of Officers: James A. Slaughter, Interim Executive Director

Nominations for Chairperson on the floor:

Commissioner Nightingale nominated herself for Chairperson
Commissioner Garcia Seconded the nomination

Commissioner Garcia nominated Commissioner Andrews for Chairperson
Commissioner Andrews seconded the nomination

[Commissioner Nightingale] How did this turn out? I nominated myself. So is it a tie?

[James Slaughter] Nominations are now closed. Are there any other votes?

Votes were taken for Chairperson

Two votes for Commissioner Andrews for Chairperson
Commissioner Garcia voted for Andrews
Commissioner Andrews voted for himself

One vote for Commissioner Nightingale for Chairperson

Commissioner Andrews was elected as Chairperson

Nominations for Vice Chairperson on the floor

*Commissioner Garcia nominated Ms. Nightingale
Commissioner Andrews seconded the nomination*

Two votes for Ms. Nightingale for Vice Chairperson

Commissioner Nightingale voted in as Vice Chairperson

[James Slaughter] Are there any nominations for Treasurer

Commissioner Andrews nominated Garcia for Treasurer
Commissioner Nightingale seconded the nomination

Commissioner Garcia received two votes

Commissioner Garcia has been elected Treasurer

[Commissioner Andrews] I would like to thank everyone for putting their trust in me and I will work very hard.

[Commissioner Andrews] Should we break so people can get something to eat.

[James Slaughter] We have to other items on the Agenda. My State of the Union Address and the presentation of certificates to the Resident Advisory Board.

State of the Authority Address by James A. Slaughter, Interim Executive Director

GOOD EVENING!

Thank you for coming to our Annual Meeting.

Park City Communities is in a period of change and this will be milestone year as begin our push from a troubled agenda to a standard agency. We cannot succeed without this initiative being a joint effort between staff and residents. Our movement forward is directly connected to support and partnership of our residents. As I have stated before in staff meetings “None of us would be here if it wasn’t for our residents. This is not an empty statement, but an anew compact between the authority staff and residents. One of the important components is having the right individuals in place to accomplish our goals. I would like to introduce new staff that has come on board over the last six months: if you are present, please stand.

1. Alan Cashmore, Chief Financial Officer
2. Tiffany Maldonado, Director of Asset Management
3. Dave Ghio, Interim Director of Planning, Procurement and Modernization
4. Darlene Perez, Interim Human Resources Manager
5. Greg Johnson, Public Housing Manager for C.F. Greene Homes
6. Deborah Woodson, Executive Operations Administrator

These individuals are an important addition to this company.

So what does that mean? It means that we are planning and working together to elicit the input from residents. Currently, the Executive Director along with the Director of Asset Management and selected staff meet with Resident Advisory Board to discuss issues and concerns. I think that’s one of the ways we be responsive is make our website interactive to respond to concerns and receive and analyze suggestions

Park City Communities faces two major challenges, safety and capital repairs. The first item that we are addressing is safety. We are entering into a safety agreement with the Bridgeport Police through a demonstration program in which two officers will patrol buildings internally and externally. The demonstration program will entail the three family developments of C.F. Greene Homes, Trumbull Gardens and P.T. Barnum for a period of one year, not to exceed \$160,000.

The results of the demonstration program will determine if an expansion to the other properties can work and is financially feasible. One variable is clear, that we need the input from you as residents and Resident's Advisory Board for each of these developments to be successful. If you see something, say something and express your concerns.

The other item is capital repairs and how we can renovate aging buildings and infrastructure. If you are student of American History, you know the late President Calvin Coolidge said, "The business of America is business." Park City Communities must run closer to a business, but we cannot forget its mission of providing safe, decent and affordable housing to residents. We are committed to turn units around quicker for occupancy and to be fair and firm regarding the collection of rent. Our residents cannot forget their pledge of working side by side with Asset Management staff in keeping the properties in good shape. The second component is the Capital Fund Investment that is provided every year through the Department of Housing and Urban Development. We have used this funding to repair and improve our buildings. Some of our projects include:

1. \$1.2 million in capital repairs, Boston Commons;
2. 149,000 in C.F. Greene painting and restoration and installation of compactors for C.F. Greene and Harborview for \$121,100.00;
3. Our redevelopment project, Crescent Crossing IA with was open in 2016 with 33 residents relocated from Marina Village. Crescent Crossing IB will be opened in summer 2017.

Our commitment to innovation remains high, as we are committed to turning around, satisfying work concerns and looking at new innovative ways to provide employment, arts and learning opportunities. This is a partnership and we have a new way to working with each other. Residents and staff must meet our mutual goal objectives to work towards not being a troubled agency. Our commitment remains strong with working with our Commissioners and residents to be successful. As your Interim Executive Director I remain committed to you as we move forward.

THANK YOU!

[James Slaughter] Part of the partnership is working with our Resident Advisory Board as a token of our appreciation. We thank you from the Interim Executive Director and from the Board of Commissioners.

Chairperson opened the floor for Public Comments

Are there any public comments?

Public Comment #1

Eneida L. Martinez, Councilwoman

1. Resident living at 109 Cowles St last name Cruz, has been served with a Notice To Quit for apparently violations of extra tenants. This tenant was never given an opportunity to go before the housing authority for a hearing. This writer is requesting a hearing and an opportunity to argue her case.
2. Housing Authority Resident from PT Barnum Shan Robinson who was served with an eviction on the grounds that her son doesn't attend the school system in Bridgeport. This tenant was not given the opportunity to go for a hearing. I am requesting a hearing as well on her part.

FINANCE

[Alan Cashmore] The PHAS scores are required at the end of the year for HUD. In our recovery agreement with HUD we provide the information to the Board on a quarterly basis. Some of the scores were hard to figure out because a lot were year-end adjustments. We are trending up from where we left off last year. The numbers look good. Any questions??

[Commissioner Andrews] Do we need a motion to accept his report?

[James Slaughter] No, we don't.

[Commissioner Andrews] I have a question about Yardi Marketplace and HD facilities? What is our strategy for getting a central depository for when folks go out to get these items when they are doing these rehabs? Is there a central depository for getting things? I am starting to feel a little uncomfortable and I don't know if anyone is keeping a running count in terms of appliances as repairs are done.

[Alan Cashmore] The foreman's keep track of all appliances coming in. As appliances are placed in the various apartments they maintain a logs at all sites. The Assistant Managers are keeping track of all appliances in that log book.

[Commissioner Andrews] This is not directed to you but. We have been challenged through this at Marina, haven't we with things being taken and stolen. We don't have a good account on that.

[Alan Cashmore] It is my understanding that those appliances were taken from vacant units.

[Commissioner Andrews] But if we have good appliances why are we warehousing and reusing them in keep them for stock?? Especially when we are running a \$5 million dollar operating deficit. This is for the manager's also. This is not just for finance. We have to practice good common sense. Going forward we have to figure out what we have and what we need because each AMP is being judged by what they spend. We need to figure out a system for that.

[Alan Cashmore] As part of the recovery agreement the Inventory, Asset Management and Finance Departments are working on a plan to address that.

[Commissioner Andrews] I think I speak for the board and we would like to see a plan sooner rather than later.

[Commissioner Nightingale] Number one, I think we need to find out what procedures we were using before. I don't think we are using warehousing anymore for storage. I think appliances are being stored at the individual complexes. Alex what are the numbers that you put on the refrigerators and stoves.

[Alex Guzman] There is a tracking system in place when it comes to storing used appliances. We take appliances that have rodents, bed bugs and roaches and by transferring them from one unit to another is creating a bigger problem of cross contamination. Some of the appliances are contaminated and we would be transferring that problem. It would be a dilemma bringing those type of appliances to warehouse storage. The average useful life of an appliance is 10 years.

[Commissioner Andrews] So we are just beat?? Excuse my street language!

[Dave Ghio] That is correct the useful life of an appliance is approx. 10 years.

[Loretta Fuller] Can you please repeat the question about storage?

[Commissioner Andrews] So if its useful life is gone, why would be store it??

[Commissioner Garcia] Is there anyone here that repairs the appliances??

[Alex Guzman] Yes, I do

[Commissioner Garcia] So I can understand why you would want to store it. But I believe before you store the appliances, the common practice should be that you clean them out thoroughly, hose them down and clean them with Clorox. And then put them in storage.

[Alex Guzman] We do that. But sometimes the rodents get deep into the appliances they still live within the cracks and crevices of the appliances. It depends on the condition that we receive them.

[Commissioner Andrews] You guys are doing the work, so we need a plan from you. If you can't do that make sure you include in your plan what you can and cannot do. Because we are using public funds, we need to know what items are being disposed of and what's happening, how it's happening and what we can do going forward.

[Loretta Fuller] If the useful life is gone, we would not store the appliance. Typically, we use a log book which shows when an appliance came in, if it was moved and what unit an appliance has been placed in or disposed of.

[Commissioner Andrews] I just want to make sure that there is logic to what we are doing. If we are hit with all this. That's fine.

[Commissioner Nightingale] The housing authority uses inventory tags to identify and track the refrigerators and stoves.

[Commissioner Andrews] I am not accusing anyone of not doing their job. But every month we see these expenses on the bills. Let's just make sure that we are using a good tracking system that it's something we can present to HUD.

HCV Program:

Becky was not present for the Board Meeting, but did provide a report.

PLANNING, DEVELOPMENT AND MODERNIZATION:

Good Evening Members, Guests and Commissioners. Congratulations on your appointments!

[Dave Ghio] We were able to advertise for re-roofing work at Trumbull Gardens two High rise buildings. It will be published in local newspaper. Because of the size of the contract, it is required to advertise for a period of thirty days from tomorrow. We expect to do our due diligence and make a recommendation to the board at the April Board Meeting.

The fact that the roofs are out to bid opens up the door to prepare the units at Trumbull Gardens, particularly the 8th floor. The 8th floor was highly evacuated because of mold issues. We are also in the process of rehabbing 40 -50 units that represent 40% of the vacancies as reported by HUD. We expect to have all of those 50 units back on line by early May.

We also had subcommittee meeting we are identifying properties and appraising their values, usefulness and possible sale. Which are considered non-per-forming. We have a number of projects that are scheduled for the Spring. We are waiting for the snow and ice to be over with. One of which is the new mailbox system at PT Barnum. And just as a reminder Marina Village was done last month.

We also completed a final review of our 504, which is our (UFAS) Uniform Federal Accessibility Standards.

Which are Pre-REAC inspections at the sites starting next week until the end of March. These inspections were supposed to happen before HUD's REAC inspections so that the sites can fix deficiencies before the HUD UPCS inspector comes however, they are already here.

The inspector will conduct UPCS inspections then review then inspection report with PCC management, to formulate a budget and action plan to correct the identified deficiencies.

I could go on and on. Are there any specific questions that you would like to ask of me at this time?

[Commissioner Andrews] We are going to move on to scattered sites. We have some issues at the Scattered Sites that we have to discuss with Tiffany, however, we will get back to you. We will deal with that after the meeting.

[Dave Ghio] Alright.

Asset Management:

[Tiffany Maldonado] For the Month of January, there was a decrease in the Number of vacant units during the month of January 2017 at the majority of the sites, however, an increase at both Greene Homes and Trumbull Gardens. The Housing Managers at these sites continue to attribute the increase in vacant units due to lack of staff, increased vandalism, and I could go on and on. Are there any specific questions that you would like to ask of me at this time? evictions for non-payment of rent cases.

The Legal Department has been actively working with Asset Management staff on non-payment eviction cases as well as lease enforcement for criminal activity.

There are a variety of projects which are presently in either the planning stages or process throughout the portfolio which we are hopeful will make improvements upon our occupancy rates including re-evaluation of appropriate staffing needs.

An occupancy Action Plan meeting was held with HUD representatives to address continued vacancy Reduction throughout the sites. The Interim HR Manager and myself presented Mr. Slaughter with an analysis of the number of site staff per development in an effort to gauge staffing levels per site with the most needs.

[Commissioner Andrews] We are trending. We are almost there. We talk about making sure all the vacant units were done. Making sure managers do their inspections so that we are not caught off guard. If you go in and see something let's take care of it right away, so we don't have to spend money and waiting until the last minute to take care of it. So we can keep our REAC scores high. In our rent payments, we are getting at 67%. A while ago we were less than 50%. So we are trending on a positive note there too.

[Commissioner Garcia] We can attribute that to the rent collections and evictions.

[Tiffany Maldonado] Residents are getting Stipulations as well.

[Commissioner Andrews] I would rather hear that we are working with residents, than just putting people out. We want our residents to pay.

[Commissioner Andrews] I think we are good. We just have to keep working at it. Our goal is to reach 99%.

[James Slaughter] Tiffany you may want to mention Maplewood.

[Tiffany Maldonado] Relative to Maplewood we made adjustments were made and we made the request to HUD to take the four units offline. We are working with HUD to take these units offline.

[Commissioner Andrews] Who's responsibility it is to get that stuff straightened out with that organization?

[James Slaughter] As far as the project, we have done our part. Seon and Tiffany have submitted all the paper work to special project as far as Maplewood. The application was submitted on our behalf. The issue is that the money that was loaned to them was a tax credit project and not a grant.

[Commissioner Andrews] The question is how do we fix it and get people housed?? Our mission is to house people. When did we last have contact with them?

[Tiffany Maldonado] We had a meeting with them in early January. They stated as a non-profit organization it was hard to get the necessary funding.

[Commissioner Andrews] We can keep it as a loan and make them pay a balloon payment, if that's something that we want to do. Whether its 15 or 20 years. But our goal is to get people in those units. That's why we exist. So if we need to negotiate a deal let's do that it's our money.

[James Slaughter] That would be the solution because they have already defaulted on the existing loan.

[Commissioner Garcia] Is this Maplewood School that you are talking about?

[James Slaughter] Yes, Mutual Housing (MHA)

[Commissioner Andrews] It was a good deal because you can't take grant money for tax credits. You all can figure it out. Thank you.

PROCUREMENT:

Caroline Sanchez, Contract Specialist was unable to attend the meeting. Dave Ghio reported on her behalf

This time of year we go through our service contracts are typically one year with the option to extend. Those will be presented to the board as we do throughout the year. I am particularly very proud of our staff more specifically Caroline Sanchez, who could not be here tonight. We have had "0" findings from HUD and we expect that again this year.

[Commissioner Andrews] Our Chairman clapped and so did members of the audience. We want our departments to be professionally run and I have said that at several of our meetings.

SAFETY AND SECURITY:

Ralph Villegas was out sick, however, he provided a report.

[Commissioner Garcia] I want to follow-up on a conversation we had several months ago regarding Trumbull Gardens and the doors/fobs that were done.

[Commissioner Andrews] Have the fobs been installed for the buildings?

[Dave Ghio] The fobs were installed and the system had been working. It was reported the day after they were installed it was broken.

[Commissioner Andrews] I promised Ms. Bracey that this would be done three months ago. I gave her my word.

[Dave Ghio] It was functioning and operating for a very brief time.

[Commissioner Andrews] How do we fix it??

[Dave Ghio] We need to have live security.

[Commissioner Garcia] Are you talking about police officers or security guards?

[Dave Ghio] A human (Security Guard) There was a level of success when we had security there.

[Commissioner Andrews] Okay, I feel like an idiot and I don't like that feeling. So we are going to have to get together sooner rather than later. We have to figure out how to make the residents feel safe. Because two years someone was killed up there. This is not directed to you. At least seven people were shot up there. My bad.... So we take this very seriously. We have got to figure this out. We have to do something.

[Commissioner Garcia] I think we need to present a resolution for the next board meeting for Security.

[Commissioner Andrews] Do we have security now??

[Karen Bracey] Yes, but they are not worth the money that we are paying them.

[James Slaughter] This is why we are trying to get police to secure the properties. The activities start after the security guards leave.

[Dave Ghio] We need to put up cameras.

[James Slaughter] The present security contract ends in April.

[Commissioner Garcia] We need to get ready to put it out to bid.

[Commissioner Nightingale] They took the lowest bidder. They got what they paid for.

[James Slaughter] And to be quite frank, even though you may have a good security guard, no one is going to put their life on the line for \$10.00 per hour. That's the basic reality.

[Commissioner Andrews] James I don't want to hear that! I just want to hear how we are going to fix this?

[James Slaughter] No, I am just saying that it has to be reconstructed differently. We need to find the best security approach.

[Commissioner Andrews] Well you guys are the professionals. You guys work out something and bring it to us to review. And get that procurement done. Ms. Bracey I do apologize to you publicly!!

RESIDENT SELECTION:

[Diedra Perry] I was heading out the door because I wasn't planning on speaking today.

So right now Resident Selection has 893 people on the waiting list. We are actively placing people as you know. Tiffany said we are at 95% placement so as I said, we are actively placing people. We are up to date on our reasonable accommodations as far as transferring people and we are also working on our Transfer list which has not been worked in ages.

We have a couple of issues, but we are working on them. Basically, my report speaks for itself because the numbers are there.

[Commissioner Andrews] I do have a question; it may not be Germaine to your report. But last meeting we received a complaint from folks that said they were placed into apartments that were not quite right.

[Diedre Perry] We assign the units after they are completely ready.

[Commissioner Andrews] So did we fix the units that were not quite ready??

[Diedre Perry] Right now we are transferring people accordingly.

Legal

[Seon Bagot] A snapshot of what we have done this month. We had 27 Court Stipulated Repayment Agreements. This is money that will be paid back to the housing authority over a period of one to two years. We mailed out over 97 Notices for Non-Payment of Rent. With the 27 repayment agreements over \$20,000 will be paid back to the Housing Authority. The rest of the numbers on the report are self-explanatory.

[Commissioner Nightingale] How many months are the residents behind??

[Seon Bagot] The amounts vary! Our goal is to catch residents in the early stages, so that it is easier to collect the rent. This makes it easier for residents to pay on their balances owed. Some of the residents owe sizeable amounts from one year to eighteen months.

[Commissioner Nightingale] How much time are they given to pay this?

[Seon Bagot] One year to eighteen months.

[Commissioner Garcia} Regarding the issues mentioned by the Councilwoman can these individuals request a hearing.

[Seon Bagot] Yes, they can contact the Director of Asset Management. We don't offer formal hearings when there are drugs charges. Under HUD rules and regulations there is no cure for that.

The fee for filing summons and complaint is \$285.00

We were paying the Attorneys per document plus the various fees.

[Commissioner Andrews] Okay.

Action Items:

1. Action Items: (Resolutions)

- 1. Resolution Authorizing a Contract with L. Hozner Electric Company for Ventilation Improvements to Forty-Five Units at Fireside Apartments in an Amount Not to Exceed \$229,500

Motion: Commissioner Garcia

Seconded: Commissioner Nightingale

Roll Call:

Commissioner Garcia	Aye
Commissioner Andrews	Aye
Commissioner Nightingale	Aye

- 2. Resolution Approving A One Year Lease Agreement Between The Housing Authority Of The City of Bridgeport and the West End Day Care Center

Roll Call:	
Commissioner Garcia	Aye
Commissioner Andrews	Aye
Commissioner Nightingale	Aye

2. EXECUTIVE SESSION

I need a motion to come out of Executive Session.

Roll Call:

Meeting Adjourned: 8:30 p.m.