

**Board of Commissioners Annual Meeting  
150 Highland Avenue  
Conference Room  
Bridgeport, CT 06608**

The Board of Commissioners of the Housing Authority of the City of Bridgeport met at 150 Highland Avenue, Bridgeport, CT, on the 14<sup>th</sup> day of January 2019, for its Annual Meeting the place, date and hour duly established for the holding of such meetings Chairperson Andrews called the meeting to order at 5:44 p.m.

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

**BHA Staff Present:**

*Alan Cashmore, Chief Financial Officer*

*Dave Ghio, Director of Planning and Development*

*Caroline Sanchez, Director of Procurement*

*Darlene Perez, Director of Human Resources*

*Coreen Toussaint, Director of Housing Choice Voucher*

*Diedra Perry, Resident Selection/Interim Asst. Management Director*

*Tony Manley, Assistant Director Asset Management*

*Tracy Norris, Legal, In House Attorney*

*Deborah Woodson, Executive Operations Administrator*

The Bridgeport Housing Authority also known as Park City Communities Meeting will come to order. We are ready for the Roll.

Roll Call:

Commissioner Andrews	Present
Commissioner Garcia	Present
Commissioner Nelson	Present
Commissioner Luna	Absent
Commissioner Cook	Present

[James Slaughter] Chairman you have a Quorum.

[Cowlis Andrews] At this time we are turning this meeting over to the Secretary as we do the elections.

[James Slaughter] At this point, I would like to entertain nominations for the Chairperson.

[Commissioner Nelson] I make a motion to nominate Cowlis Andrews.

[Commissioner Garcia] Seconded the nomination of Cowlis Andrews.

[James Slaughter] Are there any other nominations. Seeing none.

[Stephen Nelson] I move to close the nominations.

[Bettie Cook] I second the nomination.

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye

**Motion carries 3 – 0, Congratulations Chairman Andrews!**

[James Slaughter] At this point, I turn the meeting back to you, to take nominations for Vice Chair and Treasurer.

[Cowlis Andrews] Are there any nominations on the floor for Vice Chair?

[Commissioner Nelson] I nominate Ms. Cook for Vice Chairperson.

[Cowlis Andrews] Is there a Second?

[Commissioner Garcia] I second the nomination.

[Cowlis Andrews] Can we do this by affirmation?

[James Slaughter] Yes, we can.

[Cowlis Andrews] All in Favor say Aye.

[Commissioner Garcia, Nelson and Andrews] Aye

**Motion carries 3 – 0, Congratulations Ms. Cook, Vice Chairperson**

[Cowlis Andrews] Are there any nominations for Treasurer?

[Commissioner Nelson] I nominate Brother Garcia for Treasurer.

[Cowlis Andrews] Can we do this by affirmation?

[James Slaughter] Yes, we can.

[Cowlis Andrews] All in favor. Okay let's move forward.

[Cowlis Andrews] Let's move on to business. Is there a motion on the floor to approve the minutes?

[Cowlis Andrews] Is there a motion on the floor to suspend the Agenda to add the Annual Meeting presentation and other meeting stuff.

[Commissioner Nelson] I make a motion to suspend the meeting agenda.

[Cowlis Andrews] Let's go with the pump and circumstance.

[James Slaughter, Interim Executive Director]

## ANNUAL MEETING PRESENTATION 2018

Park City Communities during 2018 made advances towards moving out of its troubled status. We have used this mandate to change our approach in contracting, programing and determining priorities. Enhancing existing programs and taking a systematic approach to restructuring and eliminating long-term endemic problems, which have negatively impacted the organization and limited opportunities for staff. For staff to be a change maker in agency operation, we must provide for opportunities for training and continue the systematic improvement in the Physical and Fiscal side.

Park City Communities focused on physical and fiscal issues:

1. Delivery of Services- last year there were improvements in being responsive towards addressing work orders, customer service issues and departmental coordination.
2. In addition, there were improvements through handling emergencies in repairs that were determined if immediate assistance was needed or a temporary relocation to a hotel or site unit while repairs were being completed.
3. Measuring Impacts – How work can be undertaken in the case of an emergency repair is needed if temporary relocation can occur and repairs done the next day. The distribution of manpower and use of resources is essential for PCC to be an effective agency. We made significant improvements in the coordination of activities between Site Foreman, Managers and Facility Operation Administrator; however, we are aiming to make modifications in this process for REAC and Turnarounds.
4. In addition, we are undertaking a working relationship with the National Conference of Latino Community Asset Builders, (HUD Field Office Consultant) to assist in REAC work and the utilization of permanent and temporary workers and maintain the 96% percent Occupancy requirement mandated by HUD.
5. Capital Improvements – There has been over 3.5 million expended on capital projects during the last four years, such as roof replacements, Trumbull Gardens towers and Townhouses, Stair Towers Doors, C. F. Greene Homes, Trumbull Gardens, Improvements to Common Areas in C. F. Greene, Improving Ventilation Systems,

6. Treads and stair integrity at P.T. Barnum. New roofing, elimination of outmoded insulation, installation of dehumidifiers in Fireside and analysis of roof conditions at Albion are a sample of the projects undertaken in FY 2016 and the FY 2017 Capital Plans with an additional \$6.0 million for Fiscal Year 2018 awaiting drawn-down approval.
7. Park City is entering a new phase in its push to move from a “Troubled Agency” to a “Standard and then a High Performing Agency”. We are maintaining a positive balance through financial management without ‘quick fix’ alternative that only pay short-term benefits.
8. During 2018, in conjunction with the Department of Housing and Urban Development, an RFP was issued to assist the Housing Choice Voucher Department, an RFP was issued to work the Housing Choice Voucher Department in redefining the operation of the department. The consultant firm selected is CVR whose staff is working closely with HCV staff on reforming operations in areas such as waitlist management and training staff to be more efficient and effective. Housing Choice Voucher had a profit -line of \$100,000 for FY 2018 and with the proper amendments; this agency can potentially be a revenue center while making HAP payments and servicing residents.
9. The Department of Housing and Urban Development is slowly moving out from the housing authority business. Park City communities must adapt its operating structure to become a property manager and developer.
10. Park City Communities is entering a new phase in its push to move from a “Troubled Agency” to a “Standard and then a High Performing Agency. We are operating through a structured “Plan of action” by changing the financial side of the organization.

We have made significant strides towards these improvements in the following categories:

- 1.. Reducing the time for payments of bills, HAP contracts, and agencies responsibilities to Net – 30 days range
2. Ending Fiscal Year with a positive balance of \$25,000 before non- cash consideration
3. Changing health insurance companies with a savings of almost \$2.0 million minus previous bills between the Anthem Insurance proposed expense of \$5.7 million and the actual expenses of CT Partnership
4. We have submitted our Annual Audit on time to HUD for the past two years.
5. In addition, the FDS, (Unaudited) has been submitted on time for past two years also.
6. We have greater control of cash management and a significant increase in our scores with HUD

Park City Communities is no longer working running significant deficits as to what occurred in FY 2015 and FY 2016 and has a profit over the last two years. Our next initiative is to work with a consultant in determining a long-term viability strategy for our population and those individuals who have Tenant Protection Vouchers. In addition, we will work with our partners to explore a “First time Homebuyers Program” to create new opportunities for our residents.

First and Foremost, I would like to thank my Park City Communities staff, who without their hard work there would be no progress.

Thank You

[Cowlis Andrews] Approval of Minutes from December 10, 2018

[Commissioner Nelson] I make a motion to approve the minutes

[Commissioner Cook] I second the motion

[Cowlis Andrews] Moved and properly seconded. Ready for any questions. There were no questions. Can we vote by affirmation?

[Cowlis Andrews] All in favor say Aye.

[Commissioner Garcia, Nelson and Cook] Aye

**Motion carries 3 – 0, Congratulations Mr. Garcia, Treasurer**

[James Slaughter, Interim Executive Director]

### **SECRETARY’S REPORT**

The agency continued its push toward moving from a “Troubled Agency to Standard Agency.” Our goal is to pursue a high performing status through adhering to key areas, such as passing REAC, increasing Occupancy Percentage, reducing the TARS Percentage and compliance to HUD criteria. Agency activities and programs for December 2018 are detailed below:

1. We are working with the National Conference of Latino Community Asset Builders, (NALCAB) is working with Asset Management and Planning, Redevelopment and Modernization Departments towards for passing REAC this year. The Pre-REAC Inspection Report has been used as a guide to identify areas requiring repair in

conjunction with capital improvements, e.g. installation of steel hallway doors at C.F. Green.

2. Department of Justice – Staff responded to the request for information from the Department of Justice on Reasonable Accommodation requests, emails, Visual Homes transactions and related documents from 2006 to present. Currently, we have transmitted 240,000 files on these subjects.
3. Work Continues in redevelopment of Marina Village as a FY 2018 Annual Plan is being revised to accommodate the Demo/Disposition of Marina Village Phase III and C.F. Greene.
4. HUD Planning Meeting – Park City Communities Directors and selected staff with HUD Field Office on December 20, 2018 to define an updated Plan of Action. Although we have met on the Recovery Agreement, it was important to clearly understand HUD expectations, discuss REAC, impediments to current housing stock and have a direct response on their expectations on long term objectives of maintaining financial viability. There was an extensive discussion on Repositioning and the need for creating mixed income development opportunities.
5. Contract terms with CVR Associates were finalized in December 2018. CVR has developed a plan of action to address HUD concerns. CVR started their contract on January 7, 2019.
6. Construction activities continue the replacement of roofs at Trumbull Garden Townhouses. It is anticipated that this project should be completed in Summer/Fall 2019. Regarding Fireside UFAS compliance, the first 2 proto type units complete. Bid documents are now complete for the balance of units to be renovated for UFAS compliance. We will be bidding for an additional 55 additional units in Spring 2019.

[Cowlis Andrews] Moving on to reports. Let's hear the report from HCV and CVR.

[Coreen Toussaint, Housing Choice Voucher]

Good Evening Everyone! For those of you that don't know me,

My name is Coreen and I am the Director of HCV Program. So earlier this month, CVR Associates started working with the Section 8 Department and they are here to insure that the department meets compliance as well as provide the necessary training for all staff. During this past week since they have been there, they have been reviewing and accessing documentation that is within our system as well as PIC and they will be accessing the staff this coming week. In addition, this month, we have submitted our 2019 Admin Plan to HUD pending their review and two other items that have been identified on the Recovery Agreement.

With me is Patrita Cummings one of the representatives from CVR. There will be multiple representatives working with us throughout the year to assist us at various times. Ms. Cummings will be here with us, most of the time.

[Patrita Cummings, CVR] I must say that the staff has been very cooperative and forthcoming with information. We shall be presenting reports to the Interim Executive Director periodically.

We are having fun.

[Cowlis Andrews] Okay, let's make some money.

[Cowlis Andrews] Let's hear from Asset Management

[Diedra Perry, Interim Asset Management Director]

So right now we are at 97% occupancy. Our TAR's are on point. We are collecting the amount that we bill. It's just the beginning balance that we have to attach. So there's a beginning balance that's always there, so we have to look at the work orders and things of that nature and things that people have not quite paid off. But we have to review that a little further to get our TAR's a little further up, because right now, what we are billing out for...

[Cowlis Andrews] So people are paying their current and people are passed do.

Yes, it's the pass do that we have to look at.

[Cowlis Andrews] So, if it's not rent let's see what it is. In the last two years we have written off a least one million dollars in uncollected rents.

[Cowlis Andrews] We are losing at least 200,000 thousand dollars a year. Let's look and see their pattern of rent payment. If they are paying their rent on time, and they are not behind on their rent,

See if they can write off fees, like work order fees etc. You guys need to research this with counsel.

We had NALCAB here last week and again we are focusing on REAC. So right now, we have completed 1,044 units in REAC preparation. Greene Homes, PT and Trumbull are complete. We are 75% complete with the Mailroom at PT Barnum.

[Cowlis Andrews] Is that being done in house?

Yes, it's being done in house. They are doing a wonderful job.

[Cowlis Andrews] I, am sure they are, but they need to be doing unit turn arounds.

We are short staffed in some areas, so we are looking to hire more staff. We have a few employees out on Workers comp and FMLA.

We have not received a REAC date so far. I believe the Government Shutdown, is the reason why.

### **Finance/IT**

[Alan Cashmore] Chief Financial Officer

For Finance there is not that much to report on with two months left to the fiscal year. However, we are overbudgeted in maintenance materials due to work on the boilers at Harborview, PT Barnum and Greene Homes. We spent about 55,000 on the three sites to get them ready. So, that was a large chunk of money, that wasn't budgeted for. But should spread out over the years.

[Cowlis Andrews] Can someone explain, why it took so much? Somebody help me?

[Ray Collette] It's the annual maintenance that's supposed to happen. This usually happens in the summer, but it got delayed. It's usually budgeted on an annual basis, normally for each of the sites, it's a spike for one period. The service technicians service the boilers and the cost for that site. So, we are underbudgeted. Once they do the work, we just annualize the cost throughout the cost the year and that should level things out.

The only other thing I wanted to mention is the Government Shutdown. We are funded through February for Public Housing. However, Section 8 is not funded at this time, that I know of. So that could become a problem, if they are not funded by the end of February. This will affect the HAP payments for the landlords.

Cameras have been installed at Fireside and they are now working. They are in the process of being installed at all three sites. There was a hit and run at 730 Palisades Avenue, where a guy hit someone on the road and drove to our parking lot and he then parked his car and reported that his car was stolen. We captured everything on tape, gave the tape to the police department and it will be sent to the prosecutor. So, the cameras have been working for about a week and they have already captured someone. All Trumbull Gardens cameras are working. Currently, cameras are working at all sites. Thanks to Erin, she has been doing a wonderful job, getting all the cameras, up and running. She continues to give me quotes for the cameras. Of course, funding is always a problem. Right now, Fireside is our priority.

[Cowlis Andrews] Ralph I thought I read somewhere in the reports that some of the cameras were down. I guess that was the case when you wrote your report.

[Ralph Villegas] All the cameras are back up. The cameras go up and down. There's a lot of factors, sometimes you have a power surge problem.

[Cowlis Andrews] Have we received outstanding money from the developers? Have we sent them a bill?

[James Slaughter] We did earlier. I will follow-up.

### **Human Resources**

[Darlene Perez, Director of HR] Just as an update, there's about 127 head count last I checked on ADP. We have 5 current postings that have been distributed. We had added on 13 additional temps for 90 days and they will be released by the 31<sup>st</sup>. We need to talk about an extension for hiring. We are one retiree at Harborview. There are 5 out on FMLA's; and 4 out on Worker's Comp.

[Diedra Perry] The 5 that are out were they hurt at work?

[Darlene Perez] Yes

### **Legal**

[Tracy Norris, In- House Legal Analyst]

Right now, we have approximately 77 Court Ordered Stipulations. Our TAR's are at 28%, which is a little on the high side due to the holidays. We are now as I mentioned collecting all the Court Ordered Stipulations at our office so that it is centralized. So now we are able to keep track much easier and know who's paying and who is not paying. And we can move on things quicker.

[Cowlis Andrews] Let's do an analyst of the legal expenses so we can understand the legal costs we have incurred so far. And what we have saved. We have paid approximately one million dollars in legal expenses.

### **Modernization, Planning and Development**

[Dave Ghio, Director]

Good Evening Everyone and welcome to the New Year! We continue working on the agency wide. We recently turned over 7 scattered sites units and long-term level three vacancies. Our plan is to deliver a unit one a week over the next several weeks and certainly pick up a few more. We finished the doors at Trumbull Gardens. We finish building 1 at CF Greene Homes, four buildings remain to be completed at CF Greene. I have some good news. We have been approached by a utility company who is cooperating with UI and will service PTB via subterranean hydro loop to generate heat to our residents that will distribute pre-heated heat and not water to our PT Barnum Residents for reduced heat plan. It will take seven years to plan. I am excited about this and something that we are all striving for,

[Tammy Roseboro] I am cold over there.

This week we will finish the ventilation project over at PT Barnum. We will replace 360 Ventilation Systems which includes duct work and sanitizing. Hopefully, we will be able to alleviate the mole/mildew issue.

[Commissioner Nelson] Have we dealt with the other mold and mildew issues at Fireside?

Yes, for the most part, the measures that we have put in place are working.

### **Procurement**

[Caroline Sanchez, Director of Procurement]

Open procurements:

Asphalt Paving and Repairs Agency-Wide

Trumbull Gardens Roof Drainage

Upcoming Solicitations:

Moving & Storage Services Agency Wide

### **Security**

[Ralph Villegas, Chief of Security]

During the month of December 2019, I have continued to monitor activities throughout our properties, responding to assist all the sites as required.

During this past month I have continued to address liability claims, speaking with Lawyers, Adjusters, and following up on these cases. This type of case load continues to keep increasing. Many hours are spent by me answering, investigating and submitting paperwork these cases.

I have also continued to along with our IT Tech in assisting the Police Department with requested video surveillance copies, and information requested regarding numerous investigations at our sites as required. These are ongoing investigations.

In the past several months Erin and I have been having meetings and walk throughs throughout PTB, GH and Fireside regarding installation of closed CCTV cameras at these locations. Currently cameras are being installed at Fireside to cover exterior lots and entrances. We are also looking to add more exterior cameras at PTB, Charles Green Homes,

and Harborview exterior cameras. This will be an ongoing project. Quotes will need to be obtained for the installation of these cameras. We will also need to budget for the expenses involved. Addition of these cameras will enhance surveillance and the safety of staff, residents and visitors to the sites.

We are also working on installing new doors and electronic door locks at Trumbull Gardens B-10. This new locking system with electronic entry that will be installed and if successful will be used on other location including building 11. We have obtained new quotes and a resolution has been passed last month for cameras and other equipment that we will be installing at Building 10 in Trumbull Gardens. This is ongoing, and door entry locks will also need to be repaired and replaced. Note: A new contract has been awarded and work on this project has begun, wiring will have to be done first before installing cameras etc.

We are still in the process of completing installation of this system, including a monitor at the site office. I will update you again next month. We will also monitor these cameras at HVT Security desk when required. Further work is required, and I was informed yesterday that one of the lobby cameras that were just installed has been damaged, by vandalism already. Upgrades are still pending.

**Action Items: (Resolutions)**

1. Resolution To Adopt Schedule For Regular Board Meetings for the 2019 Calendar Year.

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

2. Resolution Authorizing The Third Year Option In The Current Contract With Ryan & Ryan, LLC For Labor Law Legal Services In the Not To Exceed Amount of \$100,000.00

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

- 3.** Resolution Authorizing The Award Of Contract In The Not To Exceed Amount Of \$51,150.00 For A Period Of Six Months To Diversified Property Improvement, LLC For Roof Replacement At Scattered Sites I 23 – 50 Caroline Street

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

- 4.** Resolution Authorizing A 30 Year Cell Tower Lease Agreement Between The Housing Authority Of The City of Bridgeport And T-Mobile Northeast, LLC

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

- 5.** Resolution To Approve The Housing Authority Of The City of Bridgeport's Revised Facility Use Policy

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

**6. Resolution To Approve The Housing Authority Of The City Of Bridgeport's Revised Lock Out, Lost, Stolen Or Broken Key Policy**

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

**7. Resolution Authorizing The Acceptance Of A Grant From Corporation for Supportive Housing In The Amount of \$150,000.00 For Work To Be Performed In Connection With The Beatrice Street Project**

Roll Call:

Commissioner Garcia	Aye
Commissioner Nelson	Aye
Commissioner Cook	Aye
Commissioner Andrews	Aye

Motion passed 4 - 0

Meeting Adjourned 7:10 p.m.

d.woodson