

Minutes
Special Meeting of the Board of Commissioners
Housing Authority of the City of Bridgeport D/b/a
Park City Communities
Held on Thursday, November 12, 2015

Board of Commissioners present included:

Hadassah Nightingale
Janet Ortiz
Rev. Sulton Stack
Shante Hanks
Dulce Nieves

Board of Commissioners absent: None

Others present include:

George Lee Byers, Executive Director
Steven Durham, Chief of Operations
Jodi Driscoll Esq., Legal Council
Tamatha Falcon, Minute Recorder

The special meeting of the Board of Commissioners of the Housing Authority of the City of Bridgeport was called to order at 4:18 p.m.

A. NEW BUSINESS

1. Delivery And Review Of The Recovery Agreement By And Among The Housing Authority Of The City Of Bridgeport And The Department Of Housing And Urban Development And The City Of Bridgeport.
2. Review of the recovery Agreement "Attachment A" as negotiated on November 4th, 2015.

DISCUSSION

[George Lee Byers, Executive Director] A lot of new business, one of the things we wanted to do is the delivery and review of the recovery agreement this was presented to the housing authority from HUD Housing Urban Development. It is Reflective of where the agency is right now in review of the troubled status for the past couple of years. HUD takes it from the field office and steps it up a notch.

What HUD IS saying to us is we turn this agency around and get it to move toward recovery or run the risk of going into receivership? Provide to us a recovery agreement that is signed by the Mayor, Marilyn O'Sullivan, who is the Boston Director. She would need to sign it and then by the Chairman of the Board and then the Executive Director. We are willing and actively respond to the Corrective Action plan that HUD has given us. Now some of the items that you'll note are on the plan that was giving to us from Hartford a lot of the items have been dropped off. What I mean by some of the items having dropped off is that we have completed some of the items on there; we still have a whole lot to do. Now you'll notice that it is broken in to several segments. The part that is dealing with Governance is the part that you really have to pay attention to, because that is referring to the Board of Commissioner obligation and responsibility and the ED's responsibilities. And they would like us to establish an agency wide policy and procedures to make sure that they're being trained to staff. A standard to evaluate and measure the ED's performance. I will be putting that together for you for your review most of is talking about how do we address our scoring system that HUD has for the agency. For example, we did not get any point for last year for our financials because we did not submit our FDS on time. The board has allowed me to bring in an assessment group Nan Mackay. This year we believe, well, first of all we are submitting the 2014, it is late, if we had submitted it on time last year we would have gotten 16 points we wouldn't been trouble. This year we believe that we will be either substandard or troubled and what this corrective action plan does though it goes over items like that.

Now I'm not going to go into all of the details, we have attached this for your review and if you have any questions I would like you to call me prior to next week. HUD will be coming down next week prior to the conference call to get us to hopefully sign the recovery agreement and to acknowledge the fact that we are going to be working the recovery plan. Any questions? This week we are just asking for you to review it, when HUD comes down we will actually be passing it through resolution if they are not able to come down we will still be passing it through resolution next week.

That's it on both of them, now it does it into agency wide. Two of the mandates that they had was that; It begins to talk about policy and procedure and the training and implementation of the policies and the other things we have to have the ability to measure the performance of the agency. Now there is another hot item that we are going to have to address with this and we will be discussing one security and the other is with the age payables. We have developed a 2016 budget that says we will be operating in the black. HUD is going to be very concerned about our ability to pay our bills in net 30. The housing authority should not be letting any

agreements or contracts out there that we cannot pay in net 30. Now we have already begun negotiations with some of our creditors, WPCA, we believe that we are going to get anywhere from 160,000 to 200,000 reduction. With legal we believe we're going to be looking at a summer type reduction in that field. When we say other creditors out there we're going to negotiating debts we've got quite a bit of debt reductions just from negotiations and then we're looking at contracts that we believe we've over paid. Folks we've over paid we are going to be clawing that money back or if they have a balance on the books right now we might be saying its even. For example, Shindler Elevator they were saying they were cutting off service, wouldn't provide service, we owed them money. By the time we got done reviewing we found out they owe us \$52,000. So uh, they ended up having to give us a credit and an apology for denying service when we had been paying them. We have the energy performance contract, which is a \$380,000 bill. They haven't been fulfilling all of their contracts and denying service, with no heat and denying service. Saying they won't come out until we pay them. Come to find out they haven't even been doing the routine maintenances to ensured that the heat would have stayed on. So we have that RP out to bid and so we are going to be sitting down with these folks and administrating the program. Healthcare, we have a \$3,000,000 per year healthcare bill. We have people in the program that no longer work for the agency, some that were fired and some people that passed away. So as we clean all of these things up, there is a smaller healthcare foot print, when it comes to the coverage. When we go out to bid, healthcare cost will be greatly reduced. We believe that we might even see a 50% reduction in the healthcare cost. Based on what Anthem has said and on the things we had identified, Ana has been tremendously helpful in executing the review of material that we have put together. To make sure that we are getting these cost savings. I think right now, she's already gotten at least, well, I know that it was 20,000, but right now I think is an even higher amount were working on when it comes to these cost savings.

Those are the things that HUD bosses are doing to be looking at. The reason I'm very concerned about the age payables, is that there are things that can trigger them from putting us into receivership. 1. It is not following through when it comes to the governing responsibilities, in evaluation. 2. If we show them that we cannot take care of our day to day operations. That would also push us into our receivership.

That's why this particular package is so important, we have to acknowledge as we review it that there's many areas that they say if we fail to execute they will evaluate whether they will move us into receivership. That's the first time that dialogue has been in the corrective action plan. So when Hartford that it's plan they didn't have this statement. Now this statement is a part of

the agreement, they want us to know that this is a real possibility. Now Miss O'Sullivan is a very courteous, very professional woman. She is hard but she is definitely fair. She will fight for us if she thinks we are doing the right thing, but she will not hesitate if she thinks that it is not in the best interest of the residents. Okay. Now madam Commissioner that's all I have to say in regards to the explanation of the Recovery Plan.

B. HUMAN RESOURCES

1. Resolution Authorizing Revisions To The Personnel Policy

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**RESOLUTION OF
HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT
RESOLUTION NO. 11-12-15-22**

**SPECIAL BOARD MEETING DATE: November 12, 2015
RESOLUTION AUTHORIZING REVISIONS TO THE PERSONNEL POLICY**

Factual Content Certified Approved: Berchem, Moses & Devlin, P.C.
General Counsel

By: _____	By: _____	By: _____
Ana Brown Human Resource Manager	George Lee Byers Secretary/Interim Executive Director	Rolan Joni Young Smith, Esq. A Senior Partner

WHEREAS, the Housing Authority of the City of Bridgeport d/b/a Park City Communities ("PCC", or "the Authority") determined that it is in the best interest of the Authority to amend the Authority's Personnel Policy to incorporate the revisions to the PCC Personnel Policy set forth in Schedule A attached hereto; and

WHEREAS, the Executive Director will continue to examine the Authority's Personnel Policy for additional recommended changes; and

WHEREAS, the last revision to the Personnel Policy was made on June 18, 2012.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. The amendment of the November 12, 2015 Authority Personnel Policy to incorporate the revisions to the PCC Personnel Policy set forth in Schedule A attached hereto is hereby authorized, adopted and approved; and
2. The Secretary/Executive Director be and hereby is authorized, empowered and directed to implement such changes to the November 12, 2015 Authority Personnel Policy and to take any and all such acts incidental, necessary and ancillary thereto; and

3. This resolution will take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present on November 12, 2015.

MOTION: Motion was made by Commissioner Ortiz and seconded by Commissioner Nightingale

DISCUSSION:

[George Byers] Madam Commissioner as you know and commissioners we have not performed revision of our HR policy in quite some time. For this reason there are areas of the policy that need to be cleaned up. One of those areas in the corrective action plan is we need to have clear and defined for hiring and evaluating personnel. When we say sexual harassment and also this particular items that we have presented a resolution and harassment in general, has to have this language in there so we can hold people accountable and talk about procedure. With that being said we have a resolution, violence in the work place and harassment in general. Our policy has to have this language in there so we can begin to hold people accountable and talk about procedure. With that being said we have presented a resolution to the board that will allow us to make revisions to the personnel policy. The first part of it is to make sure that we have added to the policy revisions that have not been included and once you have given us authority to do so it will become a part of the agency policy and the date the resolution was approved will become a part of when we include it into our employee handbook. So we will have that date. But we will be able to say to the union that we have zero tolerance for violence in the workplace, for example. Anyone who commits an act after this will be able to refer to that and termination for these reasons will be able to stand. This is something that was brought up as we went through mediation that we did not have this into a formal policy and this is also something that HUD sited into the corrective action plan.

VOTE: VOTE ALL IN FAVOR

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[RECORD OF VOTE FOLLOWS]

[RECORD OF VOTE]

BOARD OF COMMISSIONERS VOTE OF FINAL PASSAGE					
X – INDICATES VOTE					
COMMISSIONERS	AYE	NAY	NOT PRESENT	NOT VOTING	ABSTENTION
Nieves	X				
Hanks			X		
Stack			X		
Ortiz	X				
Nightingale	X				

C. PROCUREMENT AND CONTRACTING MATTERS:

1. Resolution Authorizing the Award of a Contract in the Firm Fixed Amount of \$58,230.00 to Oscar’s Abatement, LLC for the Demolition of a Residential Structure located at 26-28 Adams Street, Bridgeport, Connecticut.

George Byers: Requested To Skip Item C1 and revisit when the correct language is present in the resolution.

D. OLD BUSINESS- TABLED ITEMS:

1. Resolution Authorizing The Award Of A Contract In The Not To Exceed Amount Of 288,494.00 For A Period Of One Year, With An Option For A Second Year With Connecticut Pest Elimination Inc. for Integrated Pest Control Services Agency Wide.

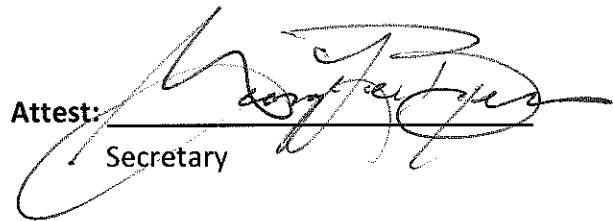
George Byers: Requested to skip item D1 and revisit when the correct language is present in the resolution.

ADJOURNMENT

Motion to adjourn was made by Commissioner Nightingale and seconded by Commissioner Ortiz

VOTE: All in favor.

Meeting adjourned at 4:33 p.m.

Attest: 
Secretary