

**Board of Commissioners Meeting
150 Highland Avenue
Bridgeport, CT**

Regular Meeting of December 18, 2017

The Board of Commissioners of the Housing Authority of the City of Bridgeport met in a Regular Meeting at 150 Highland Avenue, Bridgeport, CT, on the 18th day of December 2017, the place, date and hour duly established for the holding of such meetings Chairperson Andrews called the meeting to order at 5:40 p.m.

The Recording Secretary stated that this meeting is being conducted in conformity with the Open Public Meeting Act.

Roll Call:

Commissioner Nightingale – via conference call line
Commissioner Garcia
Commissioner Andrews
Commissioner Nelson

Present:

Alan Cashmore, Chief Financial Officer
Sean Bagot, Director of Legal Services
Dave Ghio, Interim Director of Planning and Development
Tiffany Maldonado, Director of Asset Management
Deborah Woodson, Executive Operations Administrator

Asset Management Staff:

Monica Ratley, Manager, Harborview Towers

The Meeting of the Bridgeport Housing Authority also known as Park City Communities will come to order. Meeting is called to order.

[Cowlis Andrews] Public Comments.

Public Comments #1 Sade King, 38 McKinley Avenue

Good Evening again, I was here about a month ago with issues about Micky Mouse and rodents. The water from my kitchen sink and the mold in the cabinets. We got together to rid the rodent problem. Although I missed one visit because no one told me about the scheduled appointment and I didn't know that anyone was coming. So, they were unable to come in they left a notice on my door So, I wasn't aware that they were coming. I submitted work orders and corresponding through emails. Jay had me remove everything from my cabinets. I contacted Tiffany and received a message that she was out until the 13th and nothing has been done. Everything from my kitchen cabinets is sitting on my table top. I just want my bottom cabinets to be done. Jay said that all

[Cowlis Andrews] We will make sure that this is taken care of. Sooner rather than later.

Thank you.

Public Comment #2 Bettie Cook, 1810 Stratford Avenue

I would like to address the heating problem. I got a call from Ms. King on Friday and I told her that she needs to call her manager about the heat. It seems on the weekends the tenants have a lot of problems with the heat. And when you call in a work order, sometimes you get someone and sometimes, you don't. I am not speaking just for Scattered Sites, I am speaking about all of the sites. I get phone calls from Brain Lockhart also about the heat. I am scattered Sites. A lot of people are calling him to complain about the heat. After raising so much hell my bathroom was done. I want to say Thank you Angela, Jessica and Rosa.

[Commissioner Nelson] What sites did you say have no heat? So, people are calling the Post.

[Bettie Cook] Yes, residents from Fireside and The Greenes.

[Commissioner Andrews] Greg, please make sure the residents take the a/c units out of the windows and close their windows, they are losing heat. These are boiling units that probably aren't firing.

[Greg Johnson] We have sent notices out to the residents to take the a/c units out of the window. I will follow up. But there is heat, it is not 90 degrees but more like 68 degrees.

Public Comment #3 Karen Bracey

Good Evening, I don't have a lot this evening.

[Commissioner Andrews] Thank you.

At our ACOP meeting we discussed parking. We need to hire a Towing Company to remove all of the vacant cars, cars that are missing license plates people are fixing their cars. We have a tenant that has five cars in the parking lot, and no matter who many times that the site manager sends a letter, they move them and then they come right back again. So, we do need a towing company.

[Commissioner Andrews] Let's contact A.J. Perez, so that we can have an officer escort the Tow man.

I have a question, when a resident moves in and pays their \$200 security deposit. Are they supposed to receive interest?

[Deborah] Yes. Security Deposits are supposed to be put in an Interest-Bearing Account and residents should receive interest on their deposit.

[Commissioner Andrews] It's a half of a percent.

So, people that have moved out can they contact housing and get their interest on the security deposit? Let's see, I'm done.

Public Comment # 4 Catherine Stewart

I really don't have that much to say, I am on the RAB . They set up dates for us and don't ask us if we are available. I work, So I need to know ahead of time.

[Commissioner Andrews] So, you need ample notice. I understand.

Public Comments #5 Delpheniana Sanguile (Sattered Sites)

Good Evening, my English is not that good. I have been dealing with this problem since 2013

I am still waiting to move into a 4-bedroom apartment. My son has asthma and I have carpet that needs to be removed. My apartment has mold and this is a big issue. Ms. Perry came to my house, you don't have a problem we don't remove carpet, I removed the carpet from my apartment. I have been approved for an apartment several times. It's not what I want, but what I need for my son. This situation has been going on since 2013. I said to my kids, I am going to keep fighting until I get the help that I need. They said that I should receive a letter today. I called Ms. Sharon but I did not get an answer. I was supposed to get the keys today for the house. I said this is discrimination because, my son is sick. I have two letters and she said, "Hell No" housing is not going to give you what you want. It's what I need.

[Commissioner Andrews] Check with us in about a week or so. Is that correct Tiffany?

[Tiffany Maldonado] The unit should be ready tomorrow, Here is my number, please call me in the morning.

[Commissioner Nightingale] She was promised an apartment stating that she was approved; told that the unit would be ready in two weeks. Mr., Slaughter said the unit would be ready three weeks ago.

[Commissioner Andrews] We will take care of this tomorrow.

I removed. On page 18 the carpet from the floors like a lady. Why are they doing that to me?

[Commissioner Andrews] Is there a Motion to go into Executive Session. The Motion to go into Executive Session has been approved.

[Commissioners and William Ryan went into Executive Session for Labor Negotiations]

Is there a Motion to return to our Regular Meeting; Yes

Let's do Approval of the Minutes from November 8th and November 13, 2017.

Motion: Stephen Nelson
Seconded: Richard Garcia

Ready for the Roll Call

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

[James Slaughter] The minutes have been approved 4 - 0.

[Cowlis Andrews] Okay. Let's do reports. Bills and Communications

Finance

[Alan Cashmore] The first thing that I want to report is our FDS was submitted on time. It was submitted on December 8th. It was actually submitted ahead of the deadline. Which is good news! There is not too much to report on the financial statements themselves because they only reflect the month of October. Since that is the beginning of the physical year.

[Commissioner Andrews] So that's a typo. It say's September 17th. I had some notes ready for you.

Yes, it's a typo. The dollar amounts are too low for the year. That's where you don't save the bottom.

If you look on page 18, this is our FASS scores. HUD is requiring us to have a least four months of reserves. The combined numbers show that currently we have 1.0 months of reserves. So, we have about one month in total of reserves for all Amps put together. It's not great, but is better than what we had. This amount is projected to increase in the coming year. We are only getting funded at 85% by HUD. Our accounts payable are higher than they should be because we receive our subsidy at the end of the month. Since we are a troubled agency, we have to request our subsidy every month. Harborview and Trumbull do not receive enough subsidy to pay there expenses partly because we pay for security at those sites. We are improving slowly.

[Commissioner Andrews] Have you met with the AMPS to go over the budget. Trumbull Gardens needs to be fully leased up. At Harborview we need to look at putting a receptionist there in the day for the Elderly, we don't need as much security there. Fireside is getting close to getting profitable. We have to minimize our losses. Just because you know that you are going to lose doesn't mean that you give up. Trumbull has to be fully leased – up and we have to be aggressive. We have to figure out what we are going to do about security. We need to look at designating Harborview as Elderly.

[Alan Cashmore] Everything was due for this year, we have to schedule a meeting.

[Commissioner Nelson] How's the rent collection??

[Tiffany Maldonado] It's at about 28%, which is typical for this time of year. The rents drop during the holidays. It will start to go down in January.

[Commissioner Nelson] Why can't housing hire P/T security?

[Alan Cashmore] Because of the Liability and high insurance rates.

Visual Homes will be ending support as of January 2019. We will be going out to bid for a new software company this summer. We plan to switch this October which is our fiscal year.

Housing Choice Voucher

Not present.

Modernization, Planning and Development

[Dave Ghio] If you notice in your board packages there is no report for Modernization. The first page reads all the plans for budget and design. We will be replacing the HVAC system for Trumbull Gardens after the holiday season. Once we received the equipment, it will be installed. It's not a one day job.

[Commissioner Andrews] But everything has been ordered.

Yes, all the equipment has been ordered. We continue to work on the unit turns, although after this month, we will be taking a second seat on unit turns at the family developments and concentrate more at the scattered sites. In addition, to the Asset Management Department. Between me, Tiffany and her new Assistant, we have devised a plan in which the ratings Level, 1, 2 and 3 at discussed with HUD. We hope to strengthen the communication between our departments. For the month of November that Mod department turned over 48 units and as of the end of the month 52 units.

Asset Management

[Tiffany Maldonado] The public housing development are trending at 85% occupied. Site staff had been working very diligently pm rehabbing units in an ongoing effort to comply with out OAP. All sites have undergone REAC inspections; apart from one development. Asset Management continues to await the REAC scores foe the following sites; Marina Village, Master Contract Creative Choice (Scattered Sites 1) and Fireside Apartments 89% in REAC. Tenant Accounts Receivables (TARS) reflects as 28% for the month of November. Asset Management is trending at 99.50% for re-examinations; this represents a significant accomplishment as this figure exceeds HUD's 97% threshold (which was established under the agency's HUD Recovery Agreement), The 2017 Flat Rents and Utility Allowances were updated this month. Asset Management is steadily making continued improvements with our monthly projections. Our staff is committed to working cohesively to surpass the goals that have been instituted within the HUD Recovery Agreement for our department.

Security

Not present.

Legal

In your board package is a snapshot of where we are with Legal, The TAR's up are this month due to the holidays, residents are spending their money buying presents for their children. But we will be able to recapture that money after the New Year. We do have a new Marshall, his name is Chris and he is working out really well. And we are moving forward with Asset Management and the Managers. I know that HUD has set an aggressive goal of 10% for next year and we are working towards that.

Action Items:

1. RESOLUTION AUTHORIZING AN AMENDMENT TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY ADOPTING A "ONE OFFER PLAN" FOR OFFERING UNITS TO APPLICANTS

Motion Submitted: Nelson
Seconded by: Garcia

Roll Call:

Commissioner Andrews

Aye

Commissioner Garcia Aye
Commissioner Nelson Aye

Resolution passed 3 – 0

2. RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2017 MAINTENANCE

Motion Submitted: Nelson
Seconded by: Garcia

Roll Call:

Commissioner Andrews Aye
Commissioner Garcia Aye
Commissioner Nelson Aye

Resolution passed 3 – 0

3. RESOLUTION AUTHORIZING AN AMENDMENT TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY ADOPTING ADDITIONAL UPFRONT INCOME AND IDENTITY VERIFICATION SOURCES FOR APPLICANTS AND RESIDENTS.

Motion Submitted: Nelson
Seconded by: Garcia

Roll Call:

Commissioner Andrews Aye
Commissioner Garcia Aye
Commissioner Nelson Aye

Resolution passed 3 – 0

4. RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT TO LOAN UP TO ONE MILLION DOLLARS OF IT CO-DEVELOPER FEES FROM CRESCENT CROSSINGS TO THE WINDWARD PROJECT.

Motion Submitted: Nelson
Seconded by: Garcia

Roll Call:

Commissioner Andrews Aye
Commissioner Garcia Aye
Commissioner Nelson Aye

Resolution passed 3 - 0

Commissioner Nelson Aye
Commissioner Garcia Aye

Resolution passes 3 - 0

5. RESOLUTION AUTHORIZING ADDITIONAL FUNDS TO CONTRACT WITH NAN MCKAY AND ASSOCIATES, INC. FOR THE INTERIM DIRECTOR OF HOUSING CHOICE VOUCHER TO PROVIDE TEMPORARY SUPPORT IN HCV DEPARTMENT FOR THE DAY-TO-DAY OPERATIONS FOR A NOT TO EXCEED AMOUNT OF \$99,576.50 TO COVER FOR SERVICE RENDERED

Motion Submitted: Nelson
Seconded by: Garcia

Commissioner Andrews Aye
Commissioner Garcia Aye
Commissioner Nelson Aye

Resolution passed 3 – 0

6. RESOLUTION AUTHORIZING THE SECOND YEAR OPTION IN THE CURRENT CONTRACT WITH FREEMAN COMPANIES, LLC FOR A&E CONTRACT ROSTER SERVICES IQC IN THE NOT-TO-EXCEED AMOUNT OF \$100,000.00.

Motion Submitted by: Nelson
Seconded by: Garcia

Roll Call:

Commissioner Andrews Aye
Commissioner Garcia Aye
Commissioner Nelson Aye

7. RESOLUTION AUTHORIZING THE SECOND YEAR OPTION IN THE CURRENT CONTRACT WITH FREEMAN COMPANIES, LLC FOR A&E CONTRACT ROSTER SERVICES IQC IN THE NOT-TO-EXCEED AMOUNT OF \$100,000.00.

Motion Submitted by: Nelson
Seconded by: Garcia

Commissioner Andrews Aye
Commissioner Garcia Aye
Commissioner Nelson Aye

Resolution passed 3 – 0

8. RESOLUTION AUTHORIZING THE SECOND YEAR OPTION IN THE CURRENT CONTRACT WITH SILVER, PETRUCELLI & ASSOCIATES, INC. FOR A&E CONTRACT ROSTER SERVICES IQC IN THE NOT-TO-EXCEED AMOUNT OF \$100,000.00

Motion Submitted: Nelson
Seconded by: Garcia

Roll Call:

Commissioner Andrews	Aye
Commissioner Garcia	Aye
Commissioner Nelson	Aye

Resolution passed 3 – 0

9. RESOLUTION THE AWARD OF A CONTRACT IN THE NOT-TO-EXCEED AMOUNT OF SEVENTY-SIX THOUSAND EIGHT HUNDRED AND EIGHTY-EIGHT DOLLARS (\$76,880.00) TO POWERTECH SERVICE AND SOLUTIONS FOR REPLACEMENT OF TRUMBULL GARDENS GYM ROOFTOP AIR CONDITIONING UNITS CONTRACT

Motion Submitted: Nelson
Seconded by: Garcia

Roll Call:

Commissioner Andrews	Aye
Commissioner Garcia	Aye
Commissioner Nelson	Aye

Resolution passed 3 – 0

Meeting adjourned 7:35 p.m.