

Meeting Minutes
Special Meeting of the Board of Commissioners
December 14, 2016

The Board of Commissioners of the Housing Authority of the City of Bridgeport met in a Special Meeting at 150 Highland Avenue, Bridgeport, CT, on the 14th day of November 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 Special Meeting was faxed to the City Clerk Office.

Present:

Chairperson Cowlis Andrews
Vice Chairperson Hadassah Nightingale
Commissioner Richard Garcia

Absent:

Commissioner Theresa Ramos

Also Present:

Jennifer Gottlieb, Program Center Coordinator, Hartford Field Office
Sean Bagot, Senior Legal and Compliance Analyst
David Ghio, Interim Director of Planning, Modernization & Development
Rafael Villegas, Chief of Security
Becky Gligo, Acting Director of the HCV Program
Jeff Zimmerman, Director of Information Technology
Deborah Woodson, Executive Operations Administrator/Meeting Recorder

Chairperson opened the floor for Public Comments

Are there any public comments?

Public Comment #1

My name is Pearlie Sims Allen, I live at 655 Palisade Avenue, Apartment H-6 my concern is and I wanted to bring it forth although I have gone through the necessary channels. When you call in on emergencies/work orders weekends to place a work order there is no one available to take the work orders and we do not get work order numbers. Therefore, this is the age of paper trails and if you have a work order number there is no proof that the work order was called in. I have spoken to my site manager and maintenance person.

[Commissioner Andrews] Have you spoken to your site Manager? What's your manager's name?

[Pearlie Sims Allen] Marie.

[Commissioner Nightingale] If you remember last month I mentioned that I called in a work order and the person that answered the phone, said they don't take work orders, which is a lie. Because they do give them out. So they need to be spoken to. Mr. Slaughter I brought this up last month. They said they don't give out work orders numbers which is a lie because they are suppose to give out work order numbers. If they don't give you a work order number, there is no proof that you called. They can say that you didn't call. Some places don't take calls on the weekends, you get an answering machine. I informed the residents to get a person's name and keep a book and record the date and time. All other answering service gave out work order numbers

I did speak with Marie and Carlos and hoped that something will be done. I spoke to him Monday morning when I did not have heat and he went into the system and didn't see a work order. The answering service needs to give us something because we need a paper trail.

[Comm. Andrews} Mr. Slaughter please follow-up with Managers. Let's get some answers by the next meeting.

[Comm. Andrews] Are there any other Public Comments?

Public Comment #2

[Bettie Cook] Good Evening everyone! Its winter and we are having a problem with heat and hot water. It seems to happen on the weekends and the residents are calling me because the managers are not in. I do find out who is on call. Sometimes I have to call my buddy Manager, Monica Ratley and ask her.

[Comm. Andrews] Make sure that we stay on top of that.

[James Slaughter] Part of what we are doing is making sure that our maintenance contracts are current. So in event of an emergency or we have boilers down, they can be serviced quickly. We have been setting it up and make sure that we take care of that.

Public Comment #3

Carl Brooks (Male Resident from the Scattered Sites): Lodging complaint about 293 Nichols Street; too much drug activity and I don't want that around my kids. His house was broken into and he filed a place report.

[Comm. Andrews] Let's talk to security. Is there a police report? Figure out if we have to put some cameras there. Let's come up with some strategies when it concerns that hot areas. We hear you, we hear you.

[Carl Brooks] We have cameras there.

[Comm. Andrews] Are there any other Public Comments??

[Comm. Andrews] Let's go to the Minutes. Commissioners have you reviewed the minutes from the last meeting?

[Comm. Nightingale] Responded, I have.

[Comm. Andrews] Is there a motion on the floor?

Motion was made by: Commissioner Garcia
Seconded: Commissioner Nightingale

Roll Call:

Commissioner Nightingale Aye
Commissioner Garcia Aye
Commissioner Andrews Aye

Motion Carried: 3 – 0

[Comm. Andrews] Discussion of Bills and Communication/Reports Asset Management

[James Slaughter] Well I was going to say in terms of Asset Management, the work report our TARS in the month of October went down from 34% to 31%. We are really pushing residents to pay their rents to the agency. Still not ideal but we are going down the right path to collecting revenue.

[Comm. Andrews] What are we doing with Amps that have fallen below the 96%?

[James Slaughter] We are targeting and trying to put together a tighter schedule. The AMPS that are losing money we are doing three things. In terms of inspections they can anticipate that we are going to have move outs; Second as they provide a schedule to residents, Resident Selection is providing them with a list. We had a meeting with Resident Selection and the various Amps so that we have a smooth transfer. The third component is to look at some of our cost centers at additional revenue.

[Comm. Andrews] I am not talking about that. What are we doing to address the turnarounds??

[Comm. Andrews] You're talking about surcharge?? I am talking about making sure that the occupancy is acceptable to HUD and making assuring the turnarounds are done in a timely manner. And maybe follow a handbook to ensure that there is consistency from Amp to Amp.

[James Slaughter] Modernization is working with an Architect to make sure there is a uniform scope. And each Amp will know what has to be done. They put together a maintenance plan that has been submitted to HUD in terms of what we call Level 1 and Level 2 and how we proceed to turn these units around quicker. And so we are putting all the pieces together.

[Comm. Andrews] What's your time frame on that? Please have that done by the end of January. We need to make sure these units are ready and that Amps are working with Resident Selection.

[James Slaughter] Okay.

I want it set up by the end of January and I want everyone on the same page and trained so that we meet HUD's deadlines. Because we need to turn units around and we need Resident Selection to make sure people are in their units and playing from the same play book. And everyone is doing things in a similar way. I realize every unit is different, but everyone needs to get on the same page.

[Comm. Nightingale] Some of the apartments that are being vacated people have lived in for 19 - 20 years some of the places might have the original cabinets in there. Which would mean the work would take different times.

[Comm. Andrews] It doesn't take two weeks to put in cabinets.

[Comm. Nightingale] I am not saying that. What I am saying is that some residents take good care of their apartments and maybe maintenance only has to paint or do the floors. Twenty days may be the time frame for the ones in bad shape and more time for others. So that has to be taken into consideration. A lot of people of have been in their apartments for 20 – 30 years and those are the original cabinets have been there since the place was built. So what I am saying is you have to make allowances.

[Comm. Andrews] No. I agree with you. But I have only been on the board for three months and it's the same Amps every month. There is a significantly high rate of vacancies.

[Comm. Nightingale] That is due to no current system.

[Comm. Andrews] That's why I want a system in place by January. We're saying the same thing.

[Comm. Nightingale] No we are not saying the same thing. It depends on the apartment that they are working on; it's going to take different times to do what they have to do.

[Comm. Andrews] An apartment that takes three days, should not take 15 days.

[Comm. Nightingale] All of the apartments are not in the same condition.

[Comm. Andrews] You are absolutely correct. So we need a plan by the end of January and that takes all these things into consideration and a system that works so that we can meet the Recovery Plan.

[Comm. Nightingale] Those apartments need to be exterminated once the residents vacate the premises and two or three times prior to someone moving in.

[Comm. Andrews] All I want is a system put in place and to get above 96%. You guys are getting paid to do a job; all we ask is that you do the work. And get a plan to the Commissioners.

[Comm. Nightingale] And to get it approved.

[Comm. Andrews] Absolutely.

[Comm. Andrews] And on Rent Collections the same thing. It's part of the Recovery Plan. We have to meet the standards. You guys need to meet bi-weekly to understand we were are. Our month end report needs to show what is being done and what it took to get us there. Ultimately, we need to meet the criteria that HUD has cited in the plan.

[Comm. Andrews] 50% of the people living in an Amp not paying rent is not normal.

[Comm. Nightingale] This stuff has been going on for years. I just hope we are not doing a lot of talking.

[Comm. Andrews] Well, it's a new board!

[Comm. Garcia] Can I ask a question?? Do we have Metrix? Is it done in house? Metrix is what's reported and shows the number of vacancies. % of rent collection. All your numbers are in there for the month. The relate to anything about vacancies.

[Comm., Andrews] If they were replacing cabinets, we need to know on average how long it would take to replace the cabinets. If the floors are being done, we need to know how on average how long it takes to the floors. If a one or two bedroom is being painted we should know on average how long it takes to do those things. And basically with two people. We should not let an architect or contractor holds us hostage. We are at their mercy.

[James Slaughter] Under Finance and IT we have our Auditors here tonight. Alan and John do you want to go first.

[John Sykes] I think we should let the auditors go first before we go into the monthly Finance and It report.

Melissa Ferrucci, Senior Manager on the Audit Engagement addressed the board relative to the 2015 Audit report and handed out a presentation of the Annual Audit foe the Year Ended September 30, 2015. Also present, Joseph Centofanti of Cohn & Reznick.

[Melissa Ferrucci] We have audited the financial statements of the PCC for the year ended September 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards. There were significant audit findings. The application of existing polices was not changed during 2015. We noted transactions entered into by the governmental unit during this year for which there is a lack of

authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Objectives

- Discuss the various reports issued
- Review the current and prior year findings
- Provide required communications
- Future considerations up and coming for the next year

Reports Issued:

- Annual Financial Report
- Federal Single Audit Report
- Communications with those charged with governance (SAS 114)

Notable items in the 2015 Reports

- Prior period adjustments (page 45 of the Audit report)
 1. Building
 2. MERS pension plan

Current and Prior Year Findings

- Review of Chart Detailing findings
- 7 new findings
- 4 findings resolved
- 3 findings updated
- 9 findings repeated

Required Communications

- Estimates
 1. Depreciation
 2. OPEB liability
 3. Net pension liability
 4. IBNR (incurred but not reported) Self insured medical and workers comp claims
- Disclosures
- Management representations
- Corrected and uncorrected misstatements
- Other Post Employment Benefit Obligations
- Municipal Employee Retirement System [MERS]
- Future Considerations
- Questions

[Comm. Andrews] Will we save money going to self-insured?

[James Slaughter] We should save money going from self insured to regular insured. However, that won't kick in until March of 1027, according to the system that Anthem is putting us under.

[Comm. Andrews] What are your thoughts addressing the repeat findings?

[Melissa Ferrucci] There is work being done to try and address them. Again, there is a lack of resources to put through to get these things done. The turnover is out of control and when you have that type of turnover it's difficult to get. I feel that Finance is trying their best with the resources that they have. But more resources are definitely needed to be put in place. Banks reconciliation have been a problem in the past. We can work on this situation by putting the correct procedures in place and the right people to execute them.

[John Centofanti] Finance departments are struggling because there are more requirements than other departments. Additional reporting just maximizes the resources.

[Comm. Andrews] I would like to thank you for coming and for the presentation.

[Melissa Ferrucci] We are working on the 2016 Audit.

[James Slaughter] Engagement letters have to be signed and approved by the Board.

[Melissa Ferrucci] Absolutely.

[Comm. Andrews] Again, thank you for your time.

[Melissa Ferrucci] Thank you.

[James Slaughter] Chairperson, do you want any additional information from Finance?

FINANCE

[John Sykes] Do you want us to do our monthly report or comment on the audit? Whatever you like? I will say when we arrived we were aware of the findings. He have attacked as many as we could. In terms of the general ledger, we have attacked the cash and continue to make process. And with Allan coming on board we are taking the approach and I will be taking on 2016 while he manages the day to day operations. We are implementing some internal controls, so that you have integrity in your numbers.

[Alan Cashmore] As part of your board package you will see the Finance report we will be presenting for your approval the FYE 2017 budget. Therefore, there are no budget numbers reflected on this month's financial statements. One significant item that stands out is the \$111,611 payment from COCC to the Amps. This item is reflected as negative income in the COCC and as other income in the Amps. This entry was made per the OIG audit. Another significant item is Benefits and hopefully we can get a handle on that as we move forward. There are two actions items that we will discuss one is Internal Controls and the other the Operating Budget FYE September 30, 2017.

[Comm. Andrews] Is this how budgets look?? I can't follow it. Is this what's going to HUD.

[Alan Cashmore] We don't have to submit anything to HUD anymore. The budget is approved by the Board. The subtotal line for each AMP/fund represents the operating performances of the AMP/fund without consideration for Insurance claims – retirees.

[Comm. Andrews] What I want to see is 2016 when we budgeted for all the AMPS including all of the utilities so we can understand where we are.

[Comm. Andrews] I think that P.T. Barnum is troubled and we are bleeding every month with collections.

[Comm. Nightingale] This has been happening for years, but nothing wasn't being done about it. We have to keep better records and keep up with it.

[Comm. Andrews] So I stand corrected.

[James Slaughter] We need to collect receivables. We have leases and haven't collected on them.

[Comm. Garcia] Rent collection is something that we have to live by and that's how we are going to survive. We have to get on the ball when it comes to collecting rents. Evicting only makes us lose money. Put them in a repayment agreement and get the ball rolling. At least the monthly report would show progress.

[Comm. Nightingale] Now that legal is involved residents are beginning to pay rent and put pressure on the residents. If they don't see something from legal they don't pay any attention to the Managers. Once people started seeing the Marshall, they are knocking on the doors to pay rent.

[Comm. Andrews] Our goal is not to evict people, but we want them to pay rent. Some people are not paying their rent, because no one is making them pay. By evicting a few the word gets out that housing is no longer playing. People have been calling the central office to make payment arrangements. We do not want to see people out in the streets.

[Comm. Nightingale] If you threaten a couple the word will spread, the people are being evicted from their homes.

[Comm. Andrews] We need to collect rent.

[Comm. Nightingale] They are predicting a very cold winter, so residents are going to pay their rent so they don't lose their apartments.

[Comm. Andrews] We have a person who is doing Asset Management full time We should be able to keep all these things going and coordinated.

[Comm. Garcia] My recommendation is the new Asset Manager get these districts into a pilot program and determine how this agency is going to live and survive. HUD is cutting funds every day. And if we can't collect rents, we have to pursue them in Court.

Jennifer Gottlieb, HUD Rep

We have discussed the status of rent collection and we expect with all these efforts that rent collection will improve. It's really important under the Recovery Agreement that you look at your budgets and the budgets be real before the Board approves it. I am not sure that rent collection is the only thing solvency, benefits and overtime also need to be addressed. We just ask for fiancé to submit a budget that can be fully explained.

[Comm. Andrews] We can provide more information.

[Comm. Andrew] Do we want to or should we approve the budget? Do we need a special meeting? Can we do it via telephone??

[Chris Sugar, Esq.] Yes, the board can do a telephonic meeting to approve the budget?? The budget would be the only item.

[James Slaughter] We can do it via telephone on the 21st of December at 6:00 p.m.

[Comm. Andrews] It's important to get this right and have the supportive documentation while we are choosing these numbers.

[Chris Sugar] Special Meeting only one budget item.

[James Slaughter] Is that it for Finance??

HCV Program:

[Becky Gligo] We are increasing our utilization. We started implementing the new Admin Plan that the Board approved last month. We have developed and implemented procedures for tracking SEMAP indicators, including quality control and ensure timely and accurate submission of SEMAP on an annual basis.

Again, we are focusing on SEMAP which is our end of the year report card where we self access how we are doing in several key areas. We are doing our internal audit to be able to submit to HUD on time. Our goal for utilization is 95%.

PLANNING, DEVELOPMENT AND MODERNIZATION:

[Comm. Andrews] Dave, I would like to thank you for your efforts when a stolen car ran into a resident's unit. You spent all weekend handling and supervising that situation and I appreciate it.

[Dave Ghio] Good Evening First, I would like to address the Recovery Agreement. All of the recovery agreements are identified on the second page of my report. All of our items were addressed and resolved approximately a year ago. Our department is assisting other departments that still have problems.

Thank you for requiring that we use this report. We are addressing our 504 requirements. We are working with Rodriguez & Associates with respect to the vacant units. The interior finish at C.F. Greene Homes has been completed. Amaya Architects were hired to catch up on unit turnarounds. By the end of January we hope to bid out 60 units to be renovated. We are grouping by development. We are hoping to award two or three contracts. We have also signed a contract with a lead based paint contractor.

Fireside is designated as an elderly/disabled building but it has not been designated as elderly only. Since it's not elderly only, there's a potential that a parent with a child can be housed in this building. There was a brief note relative to 59 A we are ready to go on the repairs.

The pads and doors were completed at C. F. Greene homes.

[Comm. Nightingale] Thank you and the tenants thank you.

[Comm. Andrews] Where are we with Trumball? We fixed the locked and they were broken again. Do we have any cameras on the street? Yes, and they are working.

[Comm. Andrews] Have we applied for CDBG money to monitor Trumball Avenue and get policing?

[Jennifer Gottlieb] It was about a year ago, the new Mayor wanted to have an agreement they had some money for capital improvements. I just want to make you aware of that meeting.

[Comm. Nightingale] An Agreement with the Mayor and Mr. Byers was made but disappeared, It was suppose to go through but it didn't.

[Comm. Andrews] We will set up a meeting with the City and Ed Adams and we will meet until we get this thing done. It's a different relationship and we are going to try and work with them to get things done. Once a week, standard meeting by the end of January

[Comm. Nightingale] Included in these meetings we need to include the RAB Board. The City needs us and we need the City. And lots's not play any games.

Legal:

[Seon Bagot] I provided a snapshot of what has been done in the last month in terms of evictions. We also had a snapshot on Legal issues and workers comp. Once they have received summonses residents have been more motivated to pay. And that is motivating them to pay their rent. The evictions do not help us recover rent, but it is sending a strong message that the housing authority

is moving forward on rent collections and evictions for those will not pay. The Marshalls have been moving people out.

[Comm. Andrews] We don't want to evict people, we would rather people pay their rent. The residents that are using and selling drugs are the ones that we want out of our properties.

[James Slaughter] Quality of Life, we are moving on the Pet Policy. Residents that have pets that are not registered according to our policy. That is another component to the lease that we will be working on.

[Comm. Garcia] Speaking of animals. Do you guys have a pet policy in place??

[Comm. Nightingale] Yes, We do.

[Comm. Andrews] We need to enforce it.

[Comm. Nightingale] That's our problem we are not enforcing things.

RESIDENT SELECTION:

Deidre Perry was present, but left before she was asked to do her report.

SECURITY

[Comm. Andrews] Before he starts, we need to get vehicle maintenance away from Ralph so that he can do security. He doesn't need to be maintaining vehicles. Starting immediately.

[Ralph Villeges] You should have my report the details, I give a little summary and hand them out to the managers of the sites. The managers can use these reports for various situations. You will see them every month. Some time I follow up with the State Police it gives you in site as to what been going on at the sites.

Harborview - Camera equipment has been ordered and should be received in two weeks so that we can begin the installation of the cameras. We discussed cameras at other sites to support Fireside. The poles for the cameras have been there for six months but the cameras were not installed. The City placed the poles there. The police posts are being used Pt and Trumball.

Other than that, it has been fairly quiet.

[Comm. Andrews] Let's hear the Secretary's Report

[James Slaughter] There is no Secretary's Report; I will be providing a report for the last two meetings.

[Comm. Andrews] Okay, let's begin with the Action Items

Action Items:

RESOLUTION AUTHORIZING THE EXTENSION OF A CONTRACT WITH BERCHEM, MOSES & DEVLIN FOR LABOR LAW LEGAL SERVICES FOR A PERIOD OF SIXTY DAYS FROM SEPTEMBER 25, 2016 TO NOVEMBER 25, 2016 TO COVER FOR SERVICES RENDERED

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 - 0

RESOLUTION TO RESCIND RESOLUTION NO. 08-15-16-57 ENTITLED "RESOLUTION AUTHORIZING THE SECOND AND THIRD YEAR OPTION TO RENEW THE CONTRACT WITH 360 CORPORATE BENEFIT ADVISORS FOR EMPLOYEE BENEFIT PROGRAMS INSURANCE BROKERAGE AGENT OF RECORD AND CONSULTING SERVICES, IN THE NOT TO EXCEED AMOUNT OF \$26,000.00

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 – 0

RESOLUTION AUTHORIZING EXTENSION OF CONTRACT WITH 360 CORPORATE BENEFIT ADVISORS, 1375 KINGS HIGHWAY EAST, SUITE 215, FAIRFIELD, CT 06824, TO PROVIDE GROUP EMPLOYEE BENEFIT PROGRAMS INSURANCE BROKERAGE, AGENT OF RECORD & CONSULTING SERVICES FOR SECOND YEAR OF SERVICES RENDERED AND FOR AN ADDITIONAL THIRD YEAR EXTENSION AND AN ADDITIONAL \$87,750.00 TO COVER FOR YEAR TWO 2015 AND YEAR THREE 2016 AND THREE ADDITIONAL MONTHS.

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 - 0

RESOLUTION AUTHORIZING EXTENSION OF CONTRACT WITH NAN MCKAY AND ASSOCIATES, INC. TO PROVIDE TEMPORARY CHIEF OF OPERATIONS SUPPORT IN FINANCE DEPARTMENT FOR DAY-TO-DAY OPERATIONS FOR A PERIOD OF THREE MONTHS AT THE NOT TO EXCEED AMOUNT OF \$70,000

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 - 0

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 MANAGEMENT SERVICES AGENCY WIDE

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 – 0

RESOLUTION ADOPTING AND AUTHORIZING A TRESPASS AND BAN POLICY THROUGHOUT THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT'S PROPERTIES.

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 - 0

RESOLUTION TO ADOPT A FINANCIAL ACCOUNTING INTERNAL CONTROL POLICY.

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 - 0

RESOLUTION AUTHORIZING AND ADOPTING THE OPERATING BUDGET FOR PARK CITY COMMUNITIES' FISCAL YEAR ENDING SEPTEMBER 30, 2017

Roll Call:

Ayes: None
Nays: Nightingale, Garcia and Andrews
Abstention: None

(This Resolution was withdrawn)

AN APPLICATION FOR THREE MILLION DOLLARS IN DEMOLITION AND DISPOSITION TRANSITIONAL FUNDING (DDTF) FOR THE WINDWARD DEVELOPMENT PROJECT

Roll Call:

Ayes: None
Nays: Nightingale, Garcia and Andrews
Abstention: None

(This Resolution was withdrawn)

RESOLUTION TO SUBMIT A PROGRAM APPLICATION TO UTILIZE \$382,000 IN REPLACEMENT HOUSING FACTOR (RHF) GRANT FUNDS FOR THE WINDWARD DEVELOPMENT PROJECT

Roll Call:

Ayes: Nightingale, Garcia and Andrews
Nays: None
Abstention: None

The Motion carried: 3 – 0 – 0

Meeting Adjourned: 7:45 p.m.