

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

The Board of Commissioners of the Housing Authority of the City of Bridgeport met in at the Regular Meeting at 150 Highland Avenue, Bridgeport, CT, on the 10th day of September 2018, 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.

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

[James Slaughter] Chairman you have a Quorum.

BHA Staff Present:

Alan Cashmore, Director of Finance

Caroline Sanchez, Director of Procurement

Dave Ghio, Director of Planning & Development

Seon Bagot, Director of Legal Services

Tony Manley, Assistant Director of Asset Management

[Cowlis Andrews] Motion to go into Executive Session

Motion: Stephen Nelson

Seconded by: Richard Garcia

[Cowlis Andrews] Denise Wesley, Consultant

I will briefly discuss the Annual and Five - Year Plan.

Overview: The Housing Authority of the City of Bridgeport, d/b/a/ Park City Communities (PCC), works cooperatively with the community, public and private partners to provide quality housing opportunities and to promote and/or secure supportive services for eligible persons with limited incomes, through a variety of federal, state, local and private resources.

Accomplishment of Goals in FY 2017: (October 1, 2016-September 30, 2017): The PCC has made significant progress in accomplishing the goals and objectives established in the previous FY 2017 Annual Plan and will continue to expand on those initiatives in FY 2018. All development activities for the PCC will continue as a priority as the focus of the Agency changes from traditional, low-rent public housing (LIPH) to expanding the more untraditional, affordable housing programs. The PCC revised the following PHA elements in FY 2017 to include:

- **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions** policies and procedures were revised. The Admissions and Continuing Occupancy Policy (ACOP) and Administrative Plan (Admin) revisions to include the language for the waitlists were Board approved and sent to HUD in April 2018.
- **Rent Determination.** The Flat Rent policy was updated, and Board approved in May 2018 to reflect the applicable revised flat rent schedule.
- **Operation and Management** procedures and policies were revised to include the organizational chart. Several personnel changes were also implemented to including the appointment of a new, Interim Executive Director. In FY 2017, the PCC did strive to complete the HUD-required matrix for activities listed in the Voluntary Compliance Agreement (VCA) and the Recovery Agreement. Monthly updates will be provided to the Board of Commissioners.
- **Safety and Crime Prevention** measures were enhanced to include the installation of security cameras and lighting at specific developments, utilizing Crime Prevention through Environmental Design (CPTED) strategies. The PCC will continue to offer more activities targeting at-risk youth, redevelop Marina Village and utilize Narcotic and Gang Hotlines.

Goals and Objectives. Annual Plan FY 2017 (October 1, 2017-September 30, 2018). The PCC under the leadership of the current, Executive Director, in FY 2017 will focus on a commitment to demonstrating fiscal responsibility, quality customer service, maximization of resources and employing more effective personnel. Ultimately, the goals and objectives for FY (2017) include:

- **Mixed Finance Modernization or Development:** During the upcoming fiscal year, PCC will continue its initiative to replace Marina Village units with Project-Based Voucher (PBV), RAD assisted units, public housing, and/or Demolition Dispositional Transitional Funding (DDTF). Mixed-Finance

- Development Proposals will be submitted to HUD on an on-going basis for each phase of replacement housing as needed, to facilitate the initiative. The two sites housing the replacement units are Marina Village and Father Panik Village. Status of each as follows:
- **Demolition and/or Disposition:** A Demolition/Disposition Plan for the Marina B. Apartments (Vacant Lot) will be submitted to the City of Bridgeport for review once complete, activities were suspended based on flood plain issues. When approved, the Plan will then be submitted to HUD for review and approval.
- **Project-Based Vouchers (PBVs):** During the upcoming FY 2018 Fiscal Year PCC intends to use PBVs to provide replacement housing for Marina Village residents based on the redevelopment efforts. The parameters of the PBV usage will correspond with the housing needs and the admissions and occupancy guidelines (ACOP and Admin Plan) in place during the relocation process. Providing PBV to the Project is consistent with the goal of de-concentrating poverty and expanding housing and economic opportunity.
- **Marina Village and Father Panik Village Description:** Due to the need for low-income housing in Bridgeport CT, the PCC is working in collaboration with Connecticut Community Renewal Associates, LLC (CCRA), a private development team comprised of the JHM Group of Companies and The Richman Group of Companies. This highly, experienced team was created for the development of new, low-income housing in mixed-income and mixed-use facilities on the site formerly known as Father Panik Village (FPV) and the Marina Village site. PCC Plans to lease portions of each site, incrementally, to the developer to facilitate new construction quality affordable housing. This land lease is a critical component to structure the overall mixed-finance development which will allow for new, safe low-income housing for the residents of Bridgeport and beyond.
One of the main objectives in rebuilding both sites is to provide a housing option for the residents of the public housing development of Marina Village, which endured significant damage during Super Storm Sandy. These new units will be designed and built to meet all applicable codes and standards, which will provide for long-term functionality of the structures, while providing a safe, comfortable, living environment for the property's residents. Developing these two sites that have been blighted and vacant for over a decade, is integral to the successful future of this neighborhood. It is expected to set an example and attract additional private/public investment.
- The City of Bridgeport is currently planning for the development of a second train station, Barnum Ave Station, adjacent to the FPV site which could serve as an important catalyst in the revitalization of the of two (2) Bridgeport neighborhoods (East Side & South End). Both neighborhoods contain significant areas of vacant and under-utilized land. Due to the size of both sites, construction of new housing will be implemented in phases.

Continued leverage of partnerships with public and private enterprise. The components of this strategy were developed in consultation with the Resident Advisory Board (RAB) and other public/private for profit and non-profit housing agencies and reflect the mission of the PCC in utilizing all available resources as efficiently as possible to accomplish the overall goals and objectives established through the Five-Year Plan (2015-2019).

Factors influencing the PCC's selection of the referenced strategies it will pursue in the upcoming FY (2018) Annual Plan are varied and include:

1. Funding and staffing constraints
2. Limited availability of sites for assisted housing.
3. Extent to which housing needs are met by other organizations in the community.
4. Evidence of housing needs as demonstrated in the Consolidated Plan.
5. Data-driven information available to the PCC.
6. Influence of the current housing market on PCC programs.
7. Community priorities regarding housing assistance.
8. Results of consultation with local or state government.
9. Results of consultation with residents and the Resident Advisory Board.
10. Results of consultation with advocacy groups.

In summary, the PCC has outlined a very aggressive, strategic action plan for FY (2018) to assist with ensuring the Agency is operating as a viable and high-performing Housing Authority.

[Cowlis Andrews] Can I get a Motion to approve the minutes from August 29, 2018.

Motion: Commissioner Nelson

Seconded: Commissioner Garcia

Roll Call:

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

Secretary's Report

[James Slaughter] I provided a brief report on where we stand with the HCV Department we have been in discussion with HUD over restructuring the department, we have had exploratory conversations with prospective consultants to determine the appropriate business relationship.

We anticipate that the FY2018 Capital Plan monies should be released until the next sixty (60) days. Due to a larger allocation, the congressional authorization is \$6 Million. These dollars shall be disbursed to eligible capital equipment.

We are in the process of a software conversion we will be replacing Visual Homes with Yardi. Yardi will provide staff with training and then we will go live.

We have developed a plan for each site to address deficiencies for those sites that scored low or failed.

We have settled the litigation with the Hanover Property and we are prepared to redevelop the property.

Asset Management

[Tony Manley] For the month of August we are holding steadfast at 95.6 %. One of the reasons why we are still at 95% is because of the number of transfers that have transpired this month. When you have transfers and vacancy reductions, it becomes a wash. We are working hard to reach 98% and we would still need to 28 units to lease up. But because of the high turnovers and emergencies that have occurred at Scattered Sites I and II. I had to stop guys from doing vacancy reduction and have them do major repairs. I met with Greg and Sylvester at Greene Homes to discuss pre-reac and finalize a remediation plan. Our numbers have dropped drastically on the REAC inspections and we are working to bring those scores back up. I am trying to formulate a team from other sites, hopefully, that will minimize any sites from failing.

Finance

[Cowlis Andrews]: Ok is there a finance report? Let's do the finance report.

[Alan Cashmore, CFO]

Attached are the monthly financial statements through July 2018.

Bridgeport's Monthly Report to Board - **Combined Operation's Year to Date \$578K.** Program Budgets: LIPH (-\$193K), COCC \$614K, and HCV 128, and SRO 28K.

COCC:

Operating Surplus/Deficit before non-cash items: the sale of Stop & Shop property and payment of outstanding legal bill; COCC has operating income \$614K

LIPH:

Income - \$172,00 less than revised budget through June and should even out for the remaining three months.

Expense - Benefits and Admin costs are overbudget. However, with changes to Health Insurance and elimination of temporary labor these line items should balance.

Operating Surplus/Deficit before noncash items- LIPH currently has operating loss of (\$193K). However, it is anticipated with the reduced spending and increased subsidy LIPH should end the year +\$260.

HCV:

Operating Surplus/Deficit – no significant variances currently. HCV program should end the year with the delay at a net gain \$14K.

LIPH income: The original budget was based on 85% proration; the actual proration thus far in CY2018 has been around 93% resulting in an increase of income from \$248,000 to \$285,000 (or \$37K income).

LIPH expense:

- Health insurance a projected \$237K over budget due to delays in switching coverage.
- Admin cost: project \$530K over budget for Temporary workers.
- Maintenance material: projected to be \$567K over budget due to HVAC and carpentry. CAP funds will be used offset a large portion.
- Maintenance contract: projected to be \$643K over budget due to elevators and unit turnover. CAP funds will be used offset a large portion.
- Protective services – projected to be \$560K over budget due to contract with City.
- Workers Comp and General Liability insurance have been an issue this year. However, PCC expects these costs to be within budget.
- Maintenance salaries should be within budget.

COCC Budget: Expenses are estimated to be \$138K over the original budget, operating income before non-cash items increases from \$7.5K to \$529K due to the sale Stop& Shop property.

HCV: Expenses are running approximately \$275K over the original budget; mainly due to Port-In HAP expenses. HCV estimated net income to \$14K for year end.

The 2019 Budget was sent to the Finance Committee.

Planning and Development

[Dave Ghio, Director of Planning and Development]

Harborview Towers elevator equipment will be here by the end of the month the access that we needed to get the elevator is complete. We are just waiting on Neal Elevator to show up.

[Deborah] Dave do you have a report to submit to the board?

[Dave] No, I am sorry. I didn't get a chance to submit it to you. I will send you an electronic copy. We have reached to midway point regarding the roofs at Trumbull. Tonight, we will

present a Resolution Authorizing Construction Management System of America. The information has not changed since last week's board meeting.

We did meet with Ms. Pearly Sams Allen of Fireside and we are working on fixing the problem.

GBT is adding on 6 additional bus stops for the Trumbull Gardens are.

Procurement

[Caroline Sanchez, Director of Procurement]

So, right now in procurement we are waiting on solicitations. Our focus is the end of year closing. We are getting ready to add inventory and integrate it into the system by the end of the month. We are also getting new software. We are pretty much busy updating all our information.

Open procurements, Project-Based Vouchers for New Construction Units for Marina Village Replacement Units

Upcoming Solicitations: Payroll Processing Services, Audit & Accounting Services

Fireside Rehab of Unit A3.

Security

[Ralph Villegas, Chief of Security]

Not available.

Legal

[Seon Bagot, Director of Legal]

So, I am going to present you a snapshot of what we are doing as far as lease enforcement. We normally average around 100 families on court stipulations. I think that we are doing just about ok in terms of getting rent. Around school time it's going to be a bit difficult. People are buying school clothes and school books and things like that, but we are normally able to recoup that money later in the year so those individuals who have forgone in paying their rent around this time, so they can buy school clothes, sneakers and books we will hold that information so that we can get that money back.

1. Action Items: (Resolutions)

- 1. RESOLUTION AUTHORIZING AN AMENDMENT TO THE CURRENT AGREEMENT WITH CONSTRUCTION MANAGEMENT SYSTEM OF AMERICA (CMSA) FOR THREE TAB ROOF REPLACEMENT AT VARIOUS SITES FOR AN ADDITIONAL 2,000 SQUARE FEET AT \$250.00 PER SQUARE FOOT AT TRUMBULL GARDENS AND FIRESIDE APARTMENT FOR A TOTAL NOT TO EXCEED \$500,000.00.**

Roll Call:

Commissioner Andrews	Yes
Commissioner Garcia	Yes
Commissioner Nelson	Yes
Commissioner Luna	Yes

Motion carried; 4-0

- 2. RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH ROSENBERG, MILLER, HITE & MORILLA, LLC FOR GENERAL COUNSEL SERVICES TO EXTEND THE TERM OF THE AGREEMENT FOR FOUR (4) ADDITIONAL MONTHS**

Roll Call:

Commissioner Andrews	Yes
Commissioner Garcia	Yes
Commissioner Nelson	Yes

Motion carried; 3 - 0

- 3. RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT TO ENTER INTO A SERVICE AGREEMENT WITH CMC ENERGY SERVICES, INC. TO UPGRADE THE COMMON AREA AND EXTERIOR LIGHTING AT THE TRUMBULL GARDENS APARTMENT COMPLEX**

Roll Call:

Commissioner Andrews	Yes
Commissioner Garcia	Yes
Commissioner Nelson	Yes
Commissioner Luna	Yes

Motion carried; 4 – 0

4. RESOLUTION AUTHORIZING THE WRITE OFF OF UNCOLLECTIBLE ACCOUNTS FOR THE FISCAL YEAR 2017 IN THE AMOUNT OF \$256,230.89

Roll Call:

Commissioner Andrews	Yes
Commissioner Garcia	Yes
Commissioner Nelson	Yes
Commissioner Luna	Yes

Motion carried; 4 – 0

Meeting adjourned 7:50 p.m.

/dw