

BOARD OF COMMISSIONERS

Special Meeting Minutes

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 21st day of December 2016, the place, date and hour duly established for the holding of such meetings Chairperson Andrews called the meeting to order at 6:00 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
Commissioner Theresa Ramos

Also Present:

James A. Slaughter, Interim Executive Director
Sean Bagot, Senior Legal and Compliance Analyst
Alan Cashmore, Chief Financial Officer
Deborah Woodson, Executive Operations Administrator/Recording

[Telephonic Conference Call Number (203) 337 - 8994]

Motion was made by: Commissioner Garcia
Seconded: Commissioner Nightingale

Roll Call:

Commissioner Nightingale	Present
Commissioner Garcia	Present
Commissioner Andrews	Present
Commissioner Ramos	Present

Motion Carried: 4 – 0

Meeting was called to discuss and vote on:

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

Questions:

[Commissioner Garcia] The discussion we had about adding the amount of collected rents? Has that been added on there?

[Alan Cashmore] You had asked for the amount of rents we collected this previous year.

[Commissioner Garcia] Right!! For 2016.

[Alan Cashmore] We are having some issues trying to get that information. So I will try to get that information to the Commissioners as soon as I can. Hopefully tomorrow. I am trying to work with Visual Homes to figure out which is the best report to get that information for you and also speak with John to see what we had made some entries and I need to determine what those entries are, before I give you that. I don't want to give you the wrong information.

[Commissioner Garcia] We need to make sure that all this information is accurate. We need to make sure all the information by the end of January. Isn't that the projected date for us to provide the information and make the necessary changes to the Hartford field office regarding the Recovery Agreement.

[Alan Cashmore] Actually the budget appears on the December recovery agreement list and I think it will be reported and approved by the end of the month. I have a couple of more days on this.

[Commissioner Andrews] We should be getting some solid numbers of what the collections have been so that we can understand where our bottom line is. We want to do better than last year. Last year the numbers were awful in terms of collections.

[James Slaughter] I agree.

[Commissioner Andrews] We need to do better than that.

[Commissioner Andrews] Any more questions??

[Commissioner Nightingale] Yes, I have a question regarding program 059. I am looking at it Stop and Shop lease is \$50,000 a year.

[James Slaughter] Yes.

[Commissioner Nightingale] I want to know what the tenant services are at \$40,000 is.

[James Slaughter] Well we knocked it down to \$28,000 its funds that are directed to Unique and Unified.

[Commissioner Nightingale] But it was \$40,000 until you knocked it down. Right!!

[James Slaughter] It was \$40,000 before I knocked it down.

[Commissioner Nightingale] When was it knocked down?

[James Slaughter] It looks like it was only knocked down by me this year??

[Commissioner Nightingale] You knocked it down this year, so it was fairly recent.

[James Slaughter] Right!

[Commissioner Nightingale] So we have been paying out \$40,000. I would like to know what the tenant services are.

[James Slaughter] Well the tenant services are provided for equipment, utilization of the space for their program. The workers are receiving an (activity fee) for the work they do there. In some of the earlier documents we were paying for insurance. But so far I have not found proof that we are still paying for their insurance.

[Commissioner Nightingale] Have they shown you proof that they are paying their own insurance??

[James Slaughter] In previous agreements the housing authority was paying for their insurance.

[Commissioner Nightingale] Now you don't see anything that states we are paying for their insurance?

[James Slaughter] We have to draft a new lease agreement and they will have to provide proof of their insurance. And the Board will have to approve it of course. We will be bringing a series of leases and that's one of them.

[Commissioner Nightingale] So this \$40,000 are they paying rent and utilities??

[James Slaughter] No they are not paying rent essentially the money is being used to underwritten the operations of the authority. No they are not paying rent or utilities. Essentially the way it was structured, in the last ten years it has been functioning without any real expenses. Essentially, we are underwriting everything. We are going to sit down with them because they have to become self reliant. They have to be able to generate money. Their tax status is non-profit. They used to get CDBG funds from the City. I think we used to write their grants, but we are no longer writing grants for them anymore.

[Commissioner Garcia] I have a question what is this program 059A?

[James Slaughter] It's an After school program that is primarily centered for kids that live in Marina Village and a few kids from P.T. Barnum. They also run a summer program and after school tutoring and afterschool recreation activities. The summer program enrolls kids from age 5 to 18 years of age.

[Commissioner Garcia] Do they feed the kids in the summer program?

[James Slaughter] To my knowledge no, but they probably are fed based on the money that we are paying them. But I can certainly get you an answer on that.

[Commissioner Andrews] I think once we are done with Marina, I think those funds will go away. We will no longer be serving this population.

[Alan Cashmore] Since Marina is small now, the expenses have been allocated to the other AMPS. We have staff that is part of resident selection.

[Commissioner Andrews] Any more questions? If not, I guess we are ready to take a vote.

Roll Call:

Commissioner Nightingale	AYE
Commissioner Garcia	AYE
Commissioner Andrews	AYE
Commissioner Ramos	AYE

Motion Carried: 4 – 0

[Commissioner Andrews] Thank you guys for providing the information and making it credible. We are getting quality stuff and we can provide it to HUD

Motion to Adjourn Commissioner Nightingale
Seconded: Commissioner Ramos

6:40 p.m.