



**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

REGULAR MEETING: Thursday, September 26, 2019; 5:30 p.m.

Providence Housing Authority

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Chairman Nicolas Retsinas called the meeting to order at 5:32 p.m.

ROLL CALL

Present:

Nicolas Retsinas
Vivian Medina
Jessica Cigna
Lawrence D'Alfonso
Lonzie Doggett
Rochelle Lee
Roger Giraud

Absent:

John Igliozi
Eddie Peguero
Mary Kay Harris
Thomas Ryan

Seven members were present, constituting a quorum to conduct business.

Approval of Minutes:

Chairman Retsinas called for a motion to accept and approve the minutes of the August 22, 2019 meeting. A motion was made by Commissioner D'Alfonso and was seconded by Commissioner Lee. The minutes were approved by unanimous voice vote.

Resident Comments:

None

Chairman's Report:

Chairman Retsinas elected to withhold his remarks & turn over to Executive Director.

Executive Director Report:

Director Sanzaro updated the Board on the following items:

1. Strategic Plan Update

- a) The PHA Directors & Bronner's further developed and tailored the templated surveys provided by Bronner's which were sent out as postcards with an electronic site address through survey monkey. Paper surveys and in person assistance were provided to public housing residents, section 8 residents, PHA employees, Section 8 landlords, and PHA vendors.
- b) These surveys will be sent out in September and completed by October. The PHA has an internal goal of at least a 60% return rate.
- c) Bronner's conducted focus groups and key informant interviews with chosen key informants in the community the week of September 16th-20th.
- d) All results of the data collection will be presented to the Board at the November 7th Board of Commissioners meeting.
- e) Bronner's will return on Saturday, November 16th for a half day board retreat, which the board and senior staff will review and update the vision, mission and big picture goals of the PHA based on what was learned from the data collection.

2. RAD Consultant Call

- a) In September, the PHA spoke with Shannon Leastan, from ReCap Advisors, to discuss her experience with Housing Authorities that were seeking to formalize plans for next steps with repositioning of assets utilizing RAD and the associated tools within a new Strategic Plan.
 - b) Shannon recommended that the Strategic Planning consultants would assist the PHA to engage the Board on the topic so the PHA can evaluate assets. Since the PHA's current Green and Physical Needs Assessment is almost 5 years old, the PHA must make a decision to use the current Green and Physical Needs Assessment or the upcoming Green and Physical Needs Assessment.
3. **Informal Luncheons**
 - a) The PHA coordinated four informational luncheons for PHA staff to learn about the upcoming Strategic Plan, the planning process and the importance of their input in the surveying and the future discussions to create the future for the PHA. These meetings were not mandatory.
 - b) There were 85 staff members who attended.
4. **Project Based Vouchers Update**
 - a) All required Environmental Reviews, conducted by the City of Providence were completed.
 - b) Eligibility:
 - Smith Hill Visions had 6 units that passed inspections and all 6 folders were processed for eligibility.
 - There were 7 units in Maplewoods passed inspections and occupants passed eligibility.
 - The 9 units in ONE Neighborhood Elmwood Neighborhood Revitalizations are underway, 8 are being processed for eligibility and briefing.
 - There is a delay in the 21 units awarded to Crossroads due to the units undergoing total rehabilitation. Many of the units did not pass inspection.
 - On Monday September 30th, the PHA and Crossroads will meet to discuss the best plan for residents, Project Based Vouchers/relocation plans to move forward.
 - c) New Construction Project Based Vouchers award for ONE Neighborhood Builders King Street Units:
ONE Neighborhood Builders 7 future Project Based Voucher units, which are slated to be built in 2020-2021 & must go through the HUD Subsidy Layering Review before closing. Strategy & Development Office successfully submitted the required documents to Marilyn O'Sullivan of HUD requesting review.
 - d) The PHA will be instituting an additional Admin Plan change to allow a more streamlined waiting list for these Project Based Vouchers and the other 130 Project Based Vouchers in the future.
 - e) Challenge:
Tenant Selection Plan changes, which should be listed in HAP contract with the project owners, has not been successful and is the process to be improved.
The PHA is committed to monitor and report wait lists, admission and denial reasons for our Project Based Vouchers.
5. **Centralized Wait List Update**
 - a) An updated number of applicants on the Centralized Wait List since June 6, 2019 is 4,200 applicants.
 - b) There are 4,863 applicants from the 2016 joint opening with Rhode Island Housing.
 - c) The total applicant wait list number 9,063.
6. **Mainstream Vouchers Update**
 - a) All 50 vouchers have been issued & in the hands of applicants who are now seeking housing. 38 of those vouchers are for those who are at risk of becoming homeless & 12 of those vouchers are for those who are at risk of institutionalization.
 - b) The PHA is at day 44 of the 100 days of Housing Families Challenge for the Mainstream Vouchers.

- c) 50 vouchers equals about 124 family members of which 70 are minors. This averages approximately 2.82 vouchers per household.
- 7. **Breakfast**
 - a) On September 23, the Rhode Island Coalition for the Homeless had an Annual Award Breakfast and recognized the PHA, Crossroads, & Rhode Island Housing's Continuum of Care for an Impact Award.
- 8. **Fox Point Properties**
 - a) Fox Point Properties consists of 26 Moderate Rehabilitation units located on Trenton and Ives Streets. On August 30, 2019, the PHA, HUD and the tenants were given a two year notice in accordance with Rhode Island State law that the owner intends to opt out of the Mod Rehab Contract in 2021.
 - b) HUD has assured the PHA that the existing tenants at that time will be provided either Enhanced Vouchers or Tenant Protection Vouchers and are not at risk of losing rental assistance.
 - c) The PHA, owner and Bilodeau Management are all reassuring the tenants that they are not at risk in losing their rental assistance. Upon receiving additional information from HUD, the PHA, owner and Management plan to meet with the tenants to explain the process.
- 9. **Retiree Health Plan**
 - a) The Housing provides retirement health insurance benefits to employees who meet defined eligibility requirements. This health insurance plan provides a supplement to Medicare. It is provided to these employees at no cost.
 - b) The PHA received our renewal for January 2020. For the second year in a row there will be no increase in the premium for this plan.
 - c) The PHA currently has 20 participants on the plan at an annual cost of \$62,880. The PHA does not expect this amount to grow in the future as more employees become eligible.
 - d) In compliance with Government Accounting Standards Board the PHA is required to have an actuarial firm do the OPEB, other post-employment benefits, calculation each year. This calculation projects future liability for the Housing Authority. The accrual is adjusted on an annual basis to account for attrition, interest rates, and employee eligibility.
- 10. **PCOC and PHAOC Non-Profits**
 - a) With the assistance from the PHA's Legal Counsel, Louise Marcus, the PHA is working on updating and modernizing the by-laws for the non-profits and coordinate nominations for a vacant officer position in a couple of months. Copies of the changes will be sent to the current officers in advance of a future meeting to elicit your feedback as well.
- 11. **Audit**
 - a) The FY2019 audit work have begun. Plans for the RSM team to be on site from September 23rd to October 11th are currently being reviewed.
 - b) The Finance Team is working on the Field Work Request Lists that was received on August 17th in preparation of the on-site work.
- 12. **HUD Visit**
 - a) Section 8 reporting, new Foster Youth Initiative voucher opportunity presentation, from Marilyn O'Sullivan. Repositioning of Assets and Strategic Plan and a general discussion.

ENERGY INITIATIVES AWARDS PRESENTATION:

Presented by: Gary W Sprague, HVAC Systems Manager to National Grid & RISE

AWARDEES:

National Grid

Dave Moreira – Director, Customer Solutions NE

Pete Duggan – Manager, Customer Solution NE

Jeff Dunham – Certified Energy Manager

RISE

Hugh Leahy – Director of Mechanical Services

Chris Simpson – Project Manager

Vin Graziano – President of RISE Engineering

Todd Winner – Project Manager

Resident Services Sub-Committee:

Commissioner Cigna reported on the following updates relating to Resident Services:

Program Updates / Discussion:

- Jobs Plus Providence is in its 3rd year and set to end in December of 2020. The PHA continues to map data points, identify best practices internally and externally and to plan for program sustainability. One data point of interest so far is the number of children ages 0-8 years old in the developments (approximately 680).
- The PHA is planning to meet with the Providence School Department and also to introduce themselves to RIDE. The PHA wants to look at partnerships between school districts and housing authorities such as those in Tacoma, Boston, etc.
- The VOCA application was recommended for funding and will be voted on shortly. While many applicants applied for 2 years of funding, all recommendations were for 1-year terms.
- The RI Coalition for the Homeless presented the PHA, Crossroads and the RI Continuum of Care with an award at their annual luncheon for the 38 in 100 Family Housing Challenge work with Mainstream Vouchers.
- The PHA talked briefly about results of our summer youth employment program with the City of Providence. In total, youth participants saved \$500 on average for the summer and all were banked in addition to the skills learned, recommendations from supervisors, and iPads provided in part with funding from the Providence Rotary.
- The PHA is looking at the use of voting machines from the Secretary of State's office to use in resident elections. Manton may pilot the use of the machines for its Resident Association election.
- Finally, Manton Heights residents are organizing under the leadership of Commissioner Doggett. Their first meeting had over 20 attendees. Allan Pacific has been invited to the next meeting, which will occur in October.

Capital Improvements Sub-Committee:

Commissioner D'Alfonso provided the following summary of Capital Improvements Projects:

- The fire alarm/sprinkler installation project at 335 Hartford is approximately 50% complete; this project will be performed by Delta Mechanical.
- The boiler replacement project at Manton is in-progress; this project is 90% complete with startup expected shortly. This project is fully funded by RISE.
- RISE Engineering has agreed to install heat pumps, air regulators, high energy roof top exhaust fans and high efficiency ECM pumps for domestic hot water at Kilmartin Plaza and are exploring installation at Carroll and Parenti.
- Further information will be provided in the Monthly Management Report.

Budget & Finance Sub-Committee:

Commissioner Giraud updated the board on the following:

Financial Overview

- AMPS: @ August 31 bottom line reflects a YTD operating surplus of \$759,183
- COCC: showing an operating surplus of \$ 99,430
- Section 8 Admin: showing an operating surplus of approximately \$ 130,325
- Section 8 HAP: has booked \$ 32,306 as unspent for the 2020 YTD.

Contract Updates

- Delta Mechanical – Fire Protection System @ Hartford Tower – 335 Hartford Ave - \$1,653,900. Funding Source is the 2017 Bond Proceeds. **Payments processed: \$304,650 to date.**

- Freeport General Contracting, Inc – concrete repairs @ Carroll Tower Funding Source is CFP. Contract total: \$159,900; added change order \$17,210.05; New Contract Total: \$177,110.05. **Payments processed: \$146,915.15 to date.**
- Otis Elevator – Elevator Modernization @ Kilmartin Plaza. Funding Source is Bond. Contract total: \$485,000 **Payments processed: \$00.00 total to date**
- Otis Elevator – Elevator Modernization @ Dexter Manor. Funding Source is Bond. Contract total: \$831,000 **Payments processed: \$00.00 total to date**

APPROVAL OF EXISTING LAW OFFICE OF MICHAEL CRANE CONTRACT 19-003 TO EXCEED \$100K

Status; Commissioner Giraud made a motion and Commissioner Lee seconded the motion.

Votes in favor: Chairman Retsinas, and Commissioners Cigna, Doggett, Medina, Lee, Giraud, D'Alfonso (7)

Votes opposed: none

REAC INSPECTION INFORMATION & 10-YEAR TRENDS PRESENTATION:

Presented By: Allan Pacific & Mark Theroux, Directors of Facilities Management

Adjournment:

Commissioner Cigna made a motion that the meeting be adjourned at 7:02pm, seconded by Commissioner Lee. The motion was approved by unanimous voice vote.

Minutes Submitted and Approved By:



Taisha Capo
Recording Secretary



Melissa Sanzaro
Executive Director