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Description automatically generatedPROVIDENCE HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES:**

**Thursday, January 28, 2021; 5:30 p.m.**

**Zoom Webinar Phone Access Dial 888-788-0099 Meeting ID 854-1039-8638**

***In accordance with Executive Order 20-46, the meeting was held entirely by video and telephone conference call. Members and anyone else speaking identified themselves when speaking.***

**CALL TO ORDER**

Chairman Nicolas Retsinas called the meeting to order at 5:30 p.m.

**ROLL CALL**

|  |  |
| --- | --- |
| **Present:** | **Absent:** |
| Nicolas Retsinas | John Igliozzi |
| Thomas Ryan |  |
| Vivian Medina |  |
| Jessica Cigna |  |
| Lonzie Doggett |  |
| Rochelle Lee |  |
| Lawrence D’Alfonso |  |
| Siri Colom |  |
| Marcela Betancur |  |
| Mary Kay Harris |  |

Ten 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 December 10, 2020 meeting. A motion was made by Commissioner Lee and was seconded by Commissioner D’Alfonso. The minutes were approved by unanimous voice vote.

**Resident Comments:**

None

**Resident Services Sub-Committee**:

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

* The Office of Strategy & Development continues to hold regular meetings with RAB members, including two check-in meetings, one in English and one in Spanish. Meetings are held via Zoom and telephone. These meetings allow for a discussion of community concerns and an opportunity for members to receive update information from PHA. The monthly RAB meeting held on January 20, 2021 featured a sharing of information concerning COVID vaccination. RAB member questions assisted the PHA in planning COVID vaccination clinics that began on January 29,2021. These clinics provide COVID vaccinations only. PHA made flu shots available at testing events during the fall.
* The PHA’s Fire Safety Education program for residents established a requirement that any resident who causes a fire must receive fire safety education as part of lease enforcement action. The PHA’s program includes sessions for persons who have caused a fire, as well as general prevention education events for whole building/development communities. Due to COVID restrictions, group prevention education meetings were not conducted in 2020. When fires occur that are caused by a resident, Property Management issues a notice of non-compliance to the resident who caused the fire and, if appropriate, notifies the Office of Strategy & Development Resident Liaison of the need to schedule an individual fire safety training.

**Capital Improvements Sub-Committee:**

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

* The Dexter Manor elevator modernization project is set to begin on January 25, 2021. As with other elevator modernizations one elevator car will be taken out of service at a time. An expected completion date for this is in Fall of 2021.
* The Kilmartin Plaza elevator modernization has surpassed the halfway mark. The first car has been completed and work on the second car has begun.
* The Dominica Boiler replacement project sponsored by RISE has been completed and is fully functional.
* Chad Brown roofing project is about 50% complete.
* The CDBG funded server project that PHA and Providence City Council are collaborating on is preparing to move past the legal phase into the RFP phase.
* Deck and ramp replacements at Scattered Sites are nearing completion with just the final two buildings remaining.
* The Dominica sprinkler project is mechanically complete. Finishing touches with the Fire Alarm Systems are underway.
* Further information is available in the monthly management report.

**Budget & Finance Sub-Committee:**

Commissioner Cigna updated the board on the following:

**Financial Overview**

* AMPS: @ December 31 bottom line reflects a YTD operating surplus of **$2,001,703**
* COCC: showing an operating deficit of **$187,432**
* Section 8 Admin: showing an operating surplus of approximately **$751,048**
* Section 8 HAP: has booked **$,.204,773** as underspent for FY 2021 YTD.

**New Funding Sources Related to COVID 19**

* $75,000 Grant through Strategy and Development to fund food distribution during the crisis-Expended
* $2.54 M CARES Act for Operating Funds- $115,000 remaining
* $513,800 CARES Act for Section 8 Administrative Fees - Expended
* $542 CARES Act for Mainstream Administrative Fees- Expended
* $34,000 CDBG for food distribution - Expended
* $599,443 Round 2 CARES Act Section 8 Administrative Fees- Expended
* $10,018 Round 2 CARES Act Mainstream Administrative Fees- Expended
* $1,349,437 CARES Act award for HAP for Extraordinary Circumstances- Expended
* $77,112 CARES Act award for Mod Rehab HAP- $77,112 remaining
* $15,000 Food Program Grant from Amica Insurance – Expended
* $40,000 Food Program Grant from RI Foundation - $18,351 Remaining

**Contract Updates**

* Delta Mechanical – Fire Protection System @ Hartford Tower – 335 Hartford Ave - $1,653,900. CO for $15279 for Total of $1,707,579. Funding Source is the 2017 Bond Proceeds. **Payments processed: $1,690,503.21 to date**
* Delta Mechanical – Fire Protection System @ PV, DX, and CT - $4,824,300. Funding Source is the 2017 Bond Proceeds. **Payments processed: $1,444,108.50 to date.**
* Otis Elevator – Elevator Modernization @ Kilmartin Plaza. Funding Source is Bond. Contract total: $485,000 plus Change Order $120,025.25 = $605,025.25. **Payments processed: $296,534.25 total to date**
* Otis Elevator – Elevator Modernization @ Dexter Manor. Funding Source is Bond. Contract total: $831,000. **Payments processed: $138,564.00 total to date**
* Otis Elevators – Elevator Modernization@ HP. Funding Source is CFP 19. Contract total is $661,098. **Payments processed: $0 total to date**
* Ahlborg Construction- HP Exterior Renovations - Funding Source CFP 50118. Contract total is $339,000. **Payments processed: $334,135 total to date**
* Martone Construction – Scattered Sites Exterior Renovations – Funding Source CFP 50118. Contract total is $364,570. **Payments processed: $178,996.76 total to date**
* Martone Construction – Roof and gutter replacement at Chad Brown. Funding source CFP 19. Contract total is $1,089,460. **Payments processed: $528,825.70 total to date**
* Focus Technology – Managed IT Services – Funding Source is OPS/COCC. Contract total is $143,964 plus CO for $143,964 TOTAL $287,928.00 **Payments processed: $107,973.00 total to date**
* Sole Source Construction – Scattered Sites Porch Rebuilt @ 3 Duplexes. Funding source is CFP 50118. Contract total is $144,400. Change order for $84,780. New Contract total is $228,780. **Payments processed: $100,800.00 total to date**
* NES Solutions Security- Additional Security for High Rises due to COVID. Contract total is for $492,960. Funding source is Ops. Payments processed: **Payments processed: $449,452,77 total to date**
* PuroClean – COVID related cleaning of high touch common areas in high rises. Funding Source is Ops. Contract total is for $757,200. **Payments processed: $676,800 total to date**
* Commercial Roofing - Remove and Replace Roof Hartford Park Tower. Funding Source is CFP 50118. Contract total is $523,000. Change order for 75412.75. New total 598412.75 **Payments processed: $445,500.00 total to date**
* A & M Sheet Metal and Roofing – Replace roof at Sunset Village. Funding source is CFP 50119. Contact total is $398,300 subtract $2865.00 for damage. Total now $395,435.00 **Payments processed: $262,800 total to date**
* Energy One – HVAC for Elevator Modernization. Funding source is CFP. Contact total is for $127,500. **Payments processed: $0.00 total to date**
* NESCTC – Security Detail for DX, CT, and PV sprinkler projects. Funding source is Ops. Contract Total is for $107,502. **Payments processed: $7,642.37 total to date**

**CONTRACT APPROVAL:**

**Martone Service Company, Change Order for Chad Brown Roof Project. Added cost of $477,518; total new proposed contract cost of $1,566,978:**

**Status;** Commissioner Cigna made a motion and Commissioner Mary Kay seconded the motion.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, D’Alfonso, Colom, Betancur, Harris (10)**

**Votes opposed: none**

**Executive Director Report:**

Director Sanzaro updated the Board on the following items:

1. **MAINSTREAM AWARD UPDATE:**
   1. The PHA was recently awarded 75 Mainstream Vouchers to the Housing Choice Voucher Program that boasts a value of more than $900K and supports the work to prevent homelessness in Providence and Rhode Island. This program has grown from 0 to 140 vouchers in the last two years & promotes a close working relationships with the statewide homeless system and state health and human services to successfully coordinate leasing which meet the strategies and goals outlined in the PHA’s 5 Year strategic plan.
   2. The Mainstream vouchers aim to serve non-elderly adult disabled households who are at risk of homelessness, transitional housing or hotels and those who are leaving institutionalized settings.
   3. The PHA has been sent 17 referrals this week, 7 from Rapid Rehousing and 10 for families living in hotels.
2. **AUDIT:** 
   1. The PHA’s audit is under way. The PHA intends to invite RSM to the February Board Meeting on 2/25/2021. Every year, when the auditors present, The PHA extends the preceding Finance Committee meeting from 4:30PM-5:30PM. The PHA invites all board members so that the auditors can got into the audit in depth. RSM/Auditors board meeting presentation is typically briefer with information.
3. **ANNUAL PLAN FY2021, CFP ANNUAL, & 5-YEAR ACTION PLAN:** 
   1. The PHA’s yearly Annual Plan and Capital Fund Program budget planning is underway. The timeline for the Plan’s requirements is as follows:

* The FY2021 Annual Plan and Capital Fund Program 5-year Action plan are being released to the public for review and comment on 2/2/2021.
* The public hearing via zoom is scheduled for 3/19/2021.
* The RAB meetings for review and comments is scheduled in a 2-part series, 2/17/2021 & 3/17/2021.
* The PHA will present the Annual and Capital Fund Program plan the Board on March 25, 2021.

1. **TESTING:** 
   1. The PHA transitioned from working with Lifespan with the outside model of testing. In November, the PHA began to work with DMAT and National Guard, who are both contracted with the Rhode Island Department of Health.
   2. The Rhode Island Disaster Medical Assistance Team's Medical Reserve Corps Program is a state-based 501 (c) 3 non-profit organization whose mission is to reduce the vulnerability of Rhode Island to disaster risk through community public health activities and enhanced response capabilities. They have more than 2,000 medical volunteers.
   3. With DMAT and National Guard, The PHA developed an indoor, door to door testing model that was very efficient, allowed the PHA to leverage free, rapid testing resources, utilize technology, streamline PHA support staffing. The PHA has been recognized by the contractors/ Department of Health as one of the more competent run testing facilities in the state.
   4. The PHA has evolved coming indoors and adjusting to a new partner:

* Testing outside with Lifespan, tested 1,728 residents from June to November, a 6-month period.
* Door to Door Testing with DMAT with the rapid testing, tested 1,300 residents in 2 months.
* The PHA would like to normalize testing authority-wide in 2021.

1. **VACCINATIONS:**
   1. The Rhode Island Housing Authorities were grouped with congregate Settings, more specifically Long-term Care Facilities like Nursing Homes in the second stages of the vaccination output. Age, high risk conditions and geography are the factors that are being prioritized.
   2. Testing outcomes are doing well in the middle of this second wave based on the baseline testing numbers. The PHA is committed to offer public health opportunities for the residents. TOMORROW, The PHA will begin the first, on-site, door to door vaccination PILOT at Carroll Towers where the PHA staff has registered 126 residents which will be injected by pharmacists from Walgreens!
   3. There is no cost to the residents, they are charging health insurance, but do not require it.
   4. The PHA must provide administrative support, & translation support.
   5. The PHA noted a gap in the service with the observation of residents, post injection The PHA and DMAT aim to work together by offering testing within the vaccination model and DMAT who works with trained medical staff, have necessary medical equipment and will monitor our residents post vaccination.
2. **EVICTION MORATORIUM:** 
   1. Acting U.S. Housing and Urban Development (HUD) Secretary Matthew E. Ammon today announced that the Department has implemented President Biden's requests to immediately extend eviction and foreclosure moratoriums through March 31, 2021, to provide meaningful support to those struggling financially as a result of the COVID-19 pandemic. Since March 2019, the PHA has not evicted anyone for non-payment.
   2. The PHA has recently requested a meeting with RI Legal Services (RILS) in order to share our strategic plans and visions, update each other on COVID responses to share the caring approach to public housing residents.
   3. The PHA is also are seeking to revise and modernize the antiquated grievance procedure established in 1978 and will request their input in its development.
3. **SAFE HARBOR & HOUSING PRESERVATION:**
   1. When the Safe Harbor rental assistance program was launched by the United Way, which offered financial assistance to Public Housing, Leased Housing and landlords, the PHA Property Management leaders hopped into action.
   2. When funds became available in October, the PHA assisted residents with Safe Harbor applications from PHA tenants. In two short months, the PHA assisted 109 tenants with applications for assistance in the amount of more than $140,000 in assistance is expected to maintain organizational operations and bring tenants current, preventing eviction for nonpayment during a national disaster. So far, 93 tenant households have been approved for up to six months of rental assistance with an average in back rent paid being over $1,150.
   3. More funds are being released into Rhode Island but how they are being dispersed and who is eligible is yet to be determined.
   4. The Property Management and Resident Services departments have also established a longer term approach in housing preservation by following up with those residents who either received assistance and who become behind on their rent so that The PHA can continue to assist them with financial challenges.

**PRESENTATION: Strategic Plan Update from Quarters 1 and 2 of FY2021**

Presented by Peter Asen, Director of Strategy and Development and Michelle Booth, Policy and Program Evaluation Specialist.

Peter and Michelle reported on the progress made by PHA departments in our first year strategies and actions under the five year strategic plan, for the period from July through December 2020. They also discussed potential formats for regularly updating the board on our ongoing progress and challenges in completing strategic plan goals.

**Executive Session:**

Chairman Retsinas asked for a motion to enter a private Executive Session. The motion was made by Commissioner Lee and seconded by Vice Chairman Ryan.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, D’Alfonso, Colom, Betancur, Harris (10)**

**Votes opposed: none**

Board members returned to the regular board meeting and the Chairman stated that during Executive Session, the board unanimously voted on Director Sanzaro’s compensation for the upcoming calendar year.

**Adjournment:**

Commissioner Lee made a motion that the meeting be adjourned at 7:56pm, seconded by Commissioner Medina. The motion was approved by unanimous voice vote.

**Minutes Submitted and Approved By:**

Taisha Capo Melissa Sanzaro

Recording Secretary Executive Director