



PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES:
Thursday, July 22, 2021; 5:30 p.m.

Zoom Webinar Phone Access Dial 929-205-2099 Meeting ID 895 6581 7977

In accordance with Executive Order 20-46, the meeting was on zoom.

CALL TO ORDER

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

ROLL CALL

Present:	Absent:
Nicolas Retsinas	John Iglizzi
Thomas Ryan	Mary Kay Harris
Vivian Medina	Jessica Cigna
Marcela Betancur	
Rochelle Lee	
Siri Colom	
Lawrence D'Alfonso	
Lonzie Doggett	

Eight 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 June 24, 2021 meeting. A motion was made by Vice Chairman Ryan and was seconded by Commissioner Medina. 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 PHA's State Opioid Reduction (SOR) grant funding will end on September 30th. PHA has received a CDBG-CV grant that can be used to continue this effort to address opioid use and abuse, as well as expand the scope of services to address other forms of substance use disorder. Additionally, this grant will allow the PHA to provide services to adults and persons under 18; the SOR grant did not allow for the provision of services to persons under 18.
- Progreso Latino continues to provide GED classes via distance learning due to Covid-19. 35 residents made use of these classes during the JPP program, and residents of Manton Heights and Hartford Park had the largest number of residents participating in Spanish GED programming.
- The YMCA Food Distribution Program at Manton Heights is part of a pilot being conducted by the YMCA nationally. When the YMCA contacted PHA about the program, a decision to conduct the program was the result of Resident Services Coordinators reviewing information they collect about food security in their developments.

CAPITAL IMPROVEMENTS SUB-COMMITTEE:

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

- The Request for Proposals for a new laundry services contract is now with our legal team and will be posted soon.
- Exterior door replacements for Dexter Manor, Parenti Villa, and Kilmartin Plaza are ready for the RFP process.
- Roger Williams stair tower replacement is now with legal awaiting approval to begin the RFP process.
- Bidding process has begun for roof replacements at the Tavares Center at Chad Brown as well as Admiral Terrace.
- Dexter Manor Elevator Modernization Project is ongoing. Car 1 at Dexter 1 has been completed; work has begun on Car 2 at Dexter 1.
- Fire Protection Upgrade at Hartford Tower is roughly 80% done. Providence Fire Department required some changes that have now been adjusted.
- The security camera and infrastructure upgrade project at both Chad Brown and Manton Heights is ongoing. This project is currently about 40% complete.
- Further information is available in the monthly management report.

BUDGET & FINANCE SUB-COMMITTEE:

Due to Commissioner Cigna's absence, Commissioner Ryan updated the board on the following:

Financial Overview

- AMPS: @June 30 bottom line reflects a YTD operating surplus of **\$4,095,000**
- COCC: showing an operating deficit of **\$985,047 (Correction of Note Receivable Value)**
- Section 8 Admin: showing an operating surplus of approximately **\$1,291,251**
- Section 8 HAP: has booked \$136,025 as overspent for FY 2021 YTD.

New Funding Sources

- \$35,000 One Neighborhood HEZ for Economic Self Sufficiency at Hartford Park
- \$40,000 Food Program Grant from RI Foundation - **\$17,056 Remaining**
- \$6,819,448 FY21 Capital Fund
- \$132,370 RI Housing Forgivable loan for the Manton Heights Bike Path Access
- \$25,000 One Neighborhood Builders HEZ for Community Health Worker
- \$60,000 Blue Cross grant for Section 8 Landlord Incentives and Information
- \$101,748 RI Dept of Human Services for AC units
- \$478,500 HUD ROSS Service Coordinator Grant
- \$112,000 CDBG – Health services

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: \$1,537,289.99 to date**
- Delta Mechanical – Fire Protection System @ PV, DX, and CT - \$4,824,300. Funding Source is the 2017 Bond Proceeds. **Payments processed: \$3,640,122.00 to date**
- Otis Elevator – Elevator Modernization @ Kilmartin Plaza. Funding Source is Bond. Contract total: \$485,000 plus Change Order \$120,025.25 – CO **\$96,020** + CO \$3,209.28 + CO \$120,025.25- **CO \$106,191.50** = \$523212.83. **Payments processed: \$360,530.40 total to date**
- Otis Elevator – Elevator Modernization @ Dexter Manor. Funding Source is Bond. Contract total: \$831,000. **Payments processed: \$340,963.00 total to date**
- Otis Elevators – Elevator Modernization@ HP. Funding Source is CFP 19. Contract total is \$661,098. **Payments processed: \$0 total to date**
- Martone Construction – Scattered Sites Exterior Renovations – Funding Source CFP 50118. Contract total is \$364570 plus CO for \$11065 = \$375635. **Payments processed: \$338,071.50 total to date**
- Martone Construction – Roof and gutter replacement at Chad Brown. Funding source CFP 19. Contract total is \$1,089,460 plus CO for \$477,518. The new contract total is \$1,566,978. **Payments processed: \$1,333,008.00 total to date**

- Focus Technology – Managed IT Services – Funding Source is OPS/COCC. Contract total is \$143,964 plus CO for \$143,964 TOTAL \$287928.00 **Payments processed: \$179,955 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 \$75,412.75. New total \$598,412.75 **Payments processed: \$533,171.47 total to date**
- Energy One – HVAC for Elevator Modernization. Funding source is CFP. Contract 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: \$86,879.21 total to date**
- MTG Disposal- Disposal Contract all AMPS. Funding is OPs. Start date 5/1/21. Contract total for \$405,810. **Payments processed: \$50,726.25 total to date**
- BeauSoleil Brothers – Manton Heights Greenway Bike Path Access. Funding Source is a RI Housing forgivable loan for \$132,370 and CFP for \$96,130. Contract total is for \$228,500. **Payments processed: \$0 total to date**

Resolution #4306: Official Approval of FY22 Operating Budget:

Vice Chair Ryan explained that while the board approved the operating budget last month, the Board should approve again using a resolution as a technical matter for HUD compliance purposes.

Status: Vice Chairman Ryan made a motion and Commissioner Medina seconded the motion.

Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Medina, Lee, Colom, D'alfonso, Betancur, Doggett (8)

Votes opposed: none

EXECUTIVE DIRECTOR REPORT:

Director Sanzaro updated the Board on the following items:

1. CARROLL TOWER STRUCK BY LIGHTNING:

On Saturday, July 17, 2021, Carroll Tower was struck by lightning. We lost the front door access and camera access. The PHA ordered a structural evaluation of Carroll Tower, all PHA high-rises and Sunset Village.

2. OPEN MEETINGS ACT:

On Friday, July 23, 2021, Executive Order 21-72 will expire, and virtual/teleconference meetings will no longer be allowed. Public bodies must return to in-person meetings.

3. PUBLIC RELATIONS:

I have been appointed as the co-Vice Chair of Public Housing Association of RI along with Newport Executive Director, Rhonda Mitchell.

4. HUD NEWS:

- a) Eviction Moratorium will be ending on July 31st & tenant brochure is provided to all Housing Choice Voucher, Public Housing, and Moderate Rehabilitation Program residents.
- b) New VASH voucher allocation in US, 6,000 new VASH vouchers are being awarded and letters of intent are due on August 31, 2021.
- c) Section 3 Statement: The Housing Authority's Section 3 Plan was last updated in March of 2017. HUD published 24 CFR Part 75 to update Section 3 regulations. Human Resources staff will be attending training on these new regulations during the month of July.

5. REQUEST FOR PROPOSAL FOR HOUSING COURT LEGAL SERVICES:

- a) The request for proposal was released in June and three proposals were received last week.

6. **PROJECT BASED VOUCHERS, REQUEST FOR PROPOSAL UPDATE:**
 - a) Proposals due date was July 16, 2021.
 - b) The PHA received 11 proposals from 9 entities with requests for a total of 101 Project Based Vouchers.
 - c) The PHA is creating a summary and format to review proposals.
7. **LEASED HOUSING & NEWADMISSIONS PILOT:**
 - a) The new Admissions and Special Programs team consists of 3 Occupancy Specialist, Executive Evaluations Specialists, program representative, and clerk successfully restructured and streamlined the Mainstream Voucher process which will be the foundation of the process to receive and administer the PHA's new allocation of the Emergency Housing Vouchers The team presented this to the RI Coalition to End Homelessness (referral agency) who was very excited about the changes.
8. **EMERGENCY OPERATIONS:**
 - a) \$154K was awarded to the PHA funding for the State CDBG which will also support various COVID response in the workforce development area.
 - b) In June, the Office of Strategy and Development with support from Finance, HR and other departments submitted a second request for reimbursement for Covid expenses totaling \$315,567.72. This month FEMA approved and reimbursed the PHA for the full amount requested.
9. **HOUSING PRESERVATION & RI RENT RELIEF PROGRAM:**
 - a) The PHA Housing Preservation team continues to work with our residents to obtain assistance through RI Rent Relief.
 - b) The PHA team reached out to RI Rent Relief team to discuss the challenges residents were experiencing and suggested RI Rent Relief team to consider streamlining the application process as Safe Harbor.
 - c) RI Rent Relief will re-train staff and assign a rep to each PHA development to work one-on-one with each Property Manager to quickly process PHA applications.
 - d) The PHA Housing Preservation team will revise its Standard Operating Procedure to reflect the new changes to the RI Rent Relief process.
10. **SPECIAL TASK FORCE WAS DESIGNED TO HANDLE THE BACK LOG OF WORK ORDERS:**
 - a) The Task Force successfully reduced more than 1,400 workorders in about 60 days.
 - b) The team is currently finishing up the back log at Chad Brown and will be moving on to Scattered Sites soon. Scattered Sites have the majority (almost 1,000) of the outstanding work orders.

APPROVAL OF LABOR AGREEMENTS

Approval of contract with Carpenters Union Local 330:

Status: Commissioner Lee made a motion and Commissioner Colom seconded the motion.

Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Medina, Lee, Colom, D'alfonso, Betancur, Doggett (8)

Votes opposed: none

While a vote to approve a contract with the Teamsters was listed on the agenda, the Board did not take up this item because an agreement had not yet been reached.

EXECUTIVE SESSION:

Chairman Retsinas asked for a motion to enter a private Executive Session to discuss & review the job performance of senior staff.

The motion was made by Commissioner Lee and seconded by Commissioner Betancur.

Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Medina, Lee, Colom, D'alfonso, Betancur, Doggett (8)

Votes opposed: none

Chairman Retsinas asked for a motion to return to open meeting from Executive Session. The motion was made by Commissioner Medina and seconded by Commissioner Lee.

Vice Chairman Ryan announced that there were no votes taken in executive session and motioned to seal the minutes of Executive Session. This motion was seconded by Commissioner Colom.

Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Medina, Lee, Colom, D'alfonso, Betancur, Doggett (9)

Votes opposed: none

ADJOURNMENT:

Commissioner Lee made a motion that the meeting be adjourned at 6:38pm, seconded by Commissioner D'Alfonso. The motion was approved by unanimous voice vote.

Minutes Submitted and Approved By:

Taisha Capo
Recording Secretary

Melissa Sanzaro
Executive Director