

Minutes
Special Meeting of the Board of Commissioners
Housing Authority of the City of Bridgeport
d/b/a Park City Communities
150 Highland Avenue, Bridgeport, CT 06604
Held on Monday, January 12, 2015 at 5:30PM

Board of Commissioners present included:

Dulce Nieves
Shanté T. Hanks (via Conference Call)
Rev. Sulton Stack, Jr.
James Brown
Janet Ortiz

Board of Commissioners absent: None.

Others present included:

Edwin Jamora	Irma Ross	Rev. Neil Brown
Steven Durham	Sharon Nelson	Marybel Torres
Jennifer Black	Saudi Cruz	Georgine Stuchkus
Kimberlee Centeno	Bettie Cook	Pearle Sams Allen
Peggy Middleton	Hadassah Nightingale	Sonia Oxendine
Rafael Villegas	Iris Santiago	Samuel Ferraro, Interpreter
Sharon Ebert	Catherine Stewart	Elizabeth Perez
Jodie Driscoll, Esq.	Richard Tenenbaum	Monica Ratley
Jeff Zimmermann	Janet Walker	Shavone Dawson
George Byers	Mae Dickey	Dion Lake
Eva Miranda		

At Roll Call Dulce Nieves, Shante T. Hanks, Rev. Stack, James Brown and Janet Ortiz were present. There was a quorum.

The special meeting of the Board of Commissioners of the Housing Authority of the City of Bridgeport was called to order at 5:39 P.M.

Procurement and Contracting Matters:

Resolution authorizing the extension of a contract in the not to exceed amount of \$60,150.00 for a period of ninety days, with Yale Termite and Pest Elimination Corp. for pest control services agency wide.

PUBLIC COMMENTARY:

Ms. Maribel Torres, resident of Forest Green, commented on the shortage of maintenance workers at Forest Green and Fireside Apartments. There are three maintenance workers to cover both sites. The work is not being completed and work orders have been called in for: roof repairs; stopped up toilets, bedbugs, door repairs, heating problem, mold, flooding in the boiler room; community room needs paints, replacement of floors, window shades and the ceiling in the community room, and washing machines are out of order. She also added that there was poor garbage pickup.

Ms. Sonia Oxendine from Helping Hands expressed her disappointment in obtaining a \$200.00 donation to take some of the children of Charles F. Greene Homes ice skating in Waterbury. She received resistance when asked to provide the names of the children attending the event. She felt the information being requested was confidential. The permission slips were obtained and the children attended the event. She added that twice a year they visit this site and have provided videos games and cotton candy as well as backpacks for back to school. They provide liability insurance for these events, as requested by Ms. Peggy Middleton, Manager of Resident Services.

Response: The final result on this matter was for Ms. Oxendine to submit a receipt for the cost. We are audited annually and expenditures have to be matched with appropriate documentation when tenant participation funds are used.

MINUTES

Approval of minutes for December 8, 2014 and December 30, 2014.

Motion: Motion to approve the minutes was made by Commissioner Stack and seconded by Commissioner Brown.

Vote: All in favor.

Resolved: Minutes for December 8, 2014 and December 30, 2014 were approved without modification.

BILLS & COMMUNICATION

Approval of the bills and communication for the month of November 2014

Mr. Edwin Jamora, Chief Financial Officer, reported on the bills and communications, which consisted of the following:

- Housing assistance payments and utility reimbursement
- Accounts payable checks written covering expenses and payment of payables
- Payment to Pro-Electric

SECRETARY'S REPORT

Finance Department – Edwin Jamora, Director

Mr. Jamora reported on the financials for the month of November as follows.

COCC revenue: \$629,611.00.

Two months ending November expenses totaled \$625,793.00. It is a deficit of \$8,767.00.

Housing Choice Vouchers

Administration revenue - \$396,643.00

Expenses - \$340,018.00

Net Receipts - \$56,625.00

Revenues - \$4,217,452.00

HAP - 4,000,141.00

Net receipts - \$76,000.00

AMPs – The following AMPs are not doing well as of November:

Harborview Towers:

Total revenue as of October - \$295,494.00

Expenses - \$338,787.00

Deficit - \$46,720.00

Trumbull Gardens:

Revenue - \$563,864.00

Expenses - \$625,946.00

Deficit - \$60,082.00

Scattered Sites I:

Revenue- \$300,388.00

Expenses - \$312,034.00

Deficit - \$11,646.00

AMPS – Doing well:

Marina Village:

Revenue - \$558,274.00

Expenses - \$450,505.00

Net receipts - \$107,769.00

P. T. Barnum Apartments:

Revenue - \$707,000.00

Expenses – 469,000.00

Net Receipts - \$237,000.00

Fireside Apartments:
Revenue - \$341,746
Expenses - \$283,664.00
Net Receipts - \$58,112.00

Charles F. Greene Homes:
Revenue - \$436,468.00
Expenses \$390,220
Net Receipts – 46,247.00

Scattered Sites II:
Revenue - \$420,282.00
Expenses - \$378,286.00
Net Receipts - \$41,996.00

Special Projects:
Ongoing OIG audits are on
Capital fund
SRO
Legal fees
Investment Account

Mr. Jamora added that he is currently working on payables and accumulated debt. Corrective Action in Finance was a group effort by the directors. Ms. Jennifer Black prepared and submitted the response to HUD. The Finance policy is ready and will be brought to the Board for approval.

Management Fee policy: In the past the agency was billing the AMPs for occupied units that were not in PIC. This has been corrected.

Property insurance: A cost allocation plan policy will be presented to the Board based on insured value of each location. The insurance premium charged to each AMP will dictate what will be the insurance value of each AMP.

Audit cost policy: This is another corrective action. The allocation will be based on the number of units, if the audit cost identifies public housing, Section 8 and Baldwin entities. However if the audit cost is for the entire agency, which would include Section 8 and COCC, we will be using the gross revenue from the last submitted FDS.

HUD Repayment: We owe HUD and several other programs a total of \$582,562. A repayment plan has been requested to HUD and if they agree, we will have a three year pay back plan. We will pay with non federal dollars. This is comprised of ineligible salaries and benefits.

Fees for asset management, property management and bookkeeping: This will be reimbursed by the COCC to each of the AMPs.

Public Officials insurance
Audit fees
Insurance fee
Legal fees

Discussions will be held at another meeting on the age payables as well as the investment accounts and how they were drawn down.

Question: Is Harborview running a deficit due to overspending? Response: This is due to the receivables and tenant collection. The Board will receive better financial information and budget to actual as required by HUD.

What does the audit cost entail? Response: This is for professional fees. CohenReznick is billing the agency instead of the AMPs.

Planning and Development – Sharon Ebert, Director

Ms. Ebert highlighted the activities in her department:

- Preparing an invitation for bid for interior lighting for the remaining four buildings at Charles F. Greene Homes, Buildings 2, 3, 4 and 5.
- Invitation for bid for P. T. Barnum Apartments to do very small environmental remediation work on hot spots and do some ground cover of bare spots.
- There are several requests for proposals under review that will be issued shortly.
- Requirement to do a physical needs assessment to review the needs of the sites and prioritize the work.
- Getting ready to issue a financial advisory service RFP that will help us analyze that information and determine whether any of our sites might be possible to submit RAD applications.
- Focusing most of our capital funds on security cameras. We will partner with the City to help us do more camera installations, primarily at our family sites.
- Working with Asset Management staff to assist them with vacancy reduction. Units off line will be identified to come up with a plan to use capital funds to turn those units around and back on line.
- Handling emergency issues at Greene Homes with the steam pipes and elevators.
- Mailbox relocation at P. T. Barnum Apartments to a common area.
- Working to complete Albion 2014 audit and get our 2015 budget in place.

Ms. Ebert gave an overview on Albion, what monies are being held up, what monies are involved and what process we are going through to make sure the budget is meeting federal standards.

- We need a positive cash flow for three consecutive months to break even. We contracted with DeMarco, a property management firm, as part of our overall

team when the project closed. The project was leased up in May 2013 with our investor, Richmond Capital, who gives us our equity proceeds based on our tax credits. We have been able to draw down pay ins for numbers 1, 2 and 3 to reach certain milestones. Pay in number 3 was submitted with our cost certification and the IRS form for approval to the IRS. To be able to draw down on the last two pay ins, close to approximately \$4 million, plus the balance of our developer's fee, we have to be able to break even. The reason why we have not be able to break even is due primarily to:

- DeMarco's staffing plan is higher than what we had originally submitted to our investor, Richmond Capital. Discussions were held with DeMarco to reduce their overhead. Their management fee is outside the safe harbor limits for HUD approved at 5%. DeMarco wanted to charge us 12%. This is not acceptable. There were a couple of expenses that were far and in excess of what was approved in the original operating budget such as insurance for property and liability.
- The other problem is poor construction by ViKing Construction, the company that performed the work. We have had consistent leaks in the property from day one. We spent the first year of warranty bringing them back to fix the leaks. The warranty period has expired and they are still coming back and working with us but we continue to have leaks which caused damages in the apartments and other room within the buildings. We have a higher than normal repair material expense line.
- The original operating budget put together by the previous administration was estimated at a much higher amount. Some of the residents, who originally moved in with higher rents have either lost that income or moved out. We have a gap in revenues. We need to go back to HUD and update our operating subsidy for this coming year. This is the challenge we are facing at Albion. The recommendation is to go out and procure a new property management company. We are in process of drafting that RPF.

Question: Did ViKing Construction receive their last payment? Response: We withheld the monies for most of 2013. When the cost certificate was prepared in the tax credit process we had to finalize all the payments. In November 2013 we released all the funds. They have been cooperating with us and continue to come back even though the warranty period expired in May 2014. The problem speaks with the initial window installations and flashing on the roof where we continue to find leaks coming through.

Question: Who obtained the management company for Albion? Response: It was part of the team that was put together by the previous administration to manage this. We had to identify someone with tax credit experience that both CHFA at the time and the investor was willing to approve.

Question: Where are the reserves coming from to make up for the deficit?

Response: Currently we have not paid DeMarco all of their salaries and management fees. Ongoing debates are held advising them they are over budget and that it is not part of the approved plan. The funds come from Baldwin, Albion Tax Credit Entity (BATCE). The entity that backs this is Baldwin. Most of the funds come from BATCE. BATCE earned some developer fees that we received in the first and third pay-ins. We also have a condominium association. There are three condo units that make up Albion. Two of the condo units are the dental and medical building that Southwest Community Health Center used their funds to build. They own and manage those. The third condo unit is our residential units. There are thirty units in total. The condo association shares common expenses that have to be paid, such as plowing of the parking lot, lawn maintenance, minor landscaping and minimal lobby community interior space, and insurance for the overall building and property.

At the last condo association meeting was the debate on the share expenses resolved? Response: What was outstanding was the property insurance because the agent was being switched. We are putting contracts in place for other services such as snow removal, etc. There is now a finite budget. We will be meeting with Southwest to finalize this budget. The condo bylaw splits the costs. They pay for 60% of the cost because they own the two condo units. We pay 40%. They owe us some monies.

Procurement Department – Jennifer Black, Legal Department Director

The current procurements being worked on are:

- Agency wide painting contract
- Agency wide pest and extermination contract
- Agency wide plumbing, electrical and HVAC contracts

The above RFPs will be out within the next week.

Question: What areas are the proposed resolutions covering? Response: These are for all the units, plus the office space we own. The sites were surveyed and they felt it was too costly for them to provide the bedbug treatments. They would have to repeat the treatment and they did not want that to be a fixture in the contract. The way it was procured previously, it was mandatory of the contractor to provide those services. The current RFP was written for the sites to subcontract the work out. The head contractor does not have to provide the services. This service can be obtained at a lower price through subcontracting. Our goal was to procure pest control through Asset Management.

Question: Are we able to charge the AMPs for these costs? Response: The set up for the AMPs was made and they are currently being billed. The factor we are looking at is the cost.

Mr. Byers indicated that we have been working to improve the procurement department due to dismantling of procurement by the previous administration. We are looking on ensuring we have an efficient system turning contracts on a regular basis, monitoring the process and controlling costs. We need to be more competitive, have a functioning Section Three component ensuring minority and women contractors have access to contract opportunities, as well as employment for the residents. We have a few deficits running and we have to end the year in the black. We plan to present a revised budget. We are putting tools together to make adjustments.

Legal Department – Jennifer Black, Director

Ms. Black reported she has been working on responding to the first OIG audit, as well as on other legal matters.

Resident Services – Peggy Middleton, Director

Ms Middleton summarized the level of activity for November and December.

In November, Resident Services held two mass orientations at P. T. Barnum Apartments and Trumbull Gardens. Four Thanksgiving events were held at Harborview Towers and P. T. Barnum Apartments. Gifts cards were received from Goodwill as well as other donations.

In December, we applied for the Jobs Plus Grant. This is a \$9 million grant focused on employment training Jobs Plus EID, as well as community Partnerships. We had a Trumbull Gardens collaboration where 163 families received Christmas toys, etc., and a Christmas party with the North End Community Council. There was a fundraising event through Park City Communities where 153 families were given gifts for their children (351 gifts), which totaled \$1400.00.

There was one adjustment in December for Renter's Rebate totally \$1,000.00. The Resident Services Department has been trained on VITA.

Security Department – Rafael Villegas, Chief of Security

Mr. Villegas reported he was securing the warehouse spaces located at the different housing sites. He will install cameras, locks and change the security codes to secure the inventory. This month a post office employee was robbed. The mailboxes will be moved to a secure area with more lighting for the postal workers. He has taken over the vehicle fleet and gasoline management; and continues to handle the general liabilities insurance claims. He is working on upgrading the cameras at Harborview, both inside and outside the building. His office is now located at Harborview Towers to contain some of the issues.

What is the status on the security cameras? Response: The cameras at Marina Village were installed at the management office and the relocation office. The

cameras for the warehouses are in the middle of being installed. Harborview Towers has cameras and we are installing a few more. We will add cameras at each warehouse.

How many warehouses are there? Response: Every site has a small warehouse or a storage area to keep their supplies.

Mr. Byers added that HUD mandated we go from project base management to asset based management. During that transition, we went from a centralized inventory storage facility to scattered sites, a deployed inventory environment. It has created accountability and internal controls for the Authority, mainly because we did not secure those sites. Right now we are doing across the board internal controls. Provide safe sanitary quality housing for our residents. There is a strategy at Charles F. Greene Homes to put better lighting. Security in the building is the first phase of the strategy. Ensuring we have better doors with better lock systems. The next phase would be to get into the building and sanitize it to get it to a standard worthy of residents living there; and remove bad residents, who are not on the lease or involved in illegal activity. The police department has been doing foot patrols. We have met with the Chief of Police and the Mayor for a strategy. We are talking with the City to provide matching money and how to link into their system. We want to provide a higher quality housing opportunity for all our residents. Security measures is high on both HUD's and the Authority's list.

Question: Do you receive weekly security reports? Do the reports reflect solicitation at the housing sites? Response: The security company does prepare the reports. It has not reported this type of incident.

Question: What is the protocol if someone wants to solicit? Response: The person would have to contact the site office. Solicitation is not allowed on our properties.

Question: Since we have numerous warehouses, how are we managing the items that are purchased? Are the purchases accurately documented to the correct warehouse site? Response: Our goal is to get this done very soon. We are working with Finance on new policies and procedures that will have a very lateral flow from the time the purchase order is placed and the item is received. When the item is received it will be recorded in visual homes, our software program.

Mr. Jamora added that under the new finance policy they are working on the capitalization policy change, per Mr. Byers, from \$5,000 to \$3,000 treating the snowplowing equipment as a fixed asset instead of classifying it as tools; giving us the ability to monitor these items.

Mr. Byers stated that in response to the OIG audit on the lack of internal controls agency wide, HUD wants to know how we spend the funds and if we are good stewards of the items purchased. The problems we had with some of the governing documents used in Finance and throughout the agency actually opened a gate for items to be misplaced. We have realized we were not really managing the process

of procuring goods. We are now working on internal controls. Workflows have been created and protocols established. We believe this is all part of the procurement process and the financial internal controls. As we start managing this, it should start saving the agency money, allowing us to use the resources we have. A tremendous amount of work has gone into the procurement policy and internal controls policy. This will be brought to the Board for approval.

Information Technology – Jeff Zimmermann, Director

Mr. Zimmerman reported that we will be implementing inventory in February. Our inventory code numbers will be matched with Home Depot's SKU numbers to match the purchases when the sites place their orders. A representative from Home Depot visited each warehouse to find out what items they will be ordering to match it with their SKU numbers.

A meeting was held with the City's public facility regarding security cameras. They have advanced technology in this area. We have many internet service provider issues with our security cameras and in piggy backing with the City we will be better connected with the Police Department.

Asset Management – KimberLee Centeno

Ms. Centeno gave a brief history of Charlotte Housing Authority where she was employed. She explained that Charlotte was the first housing authority that was certified in the implementation of asset management. She had the privilege of becoming part of the team. She looks forward to bringing her experience to Park City Communities. It was her understanding that the previous administration implemented asset management very quickly without a plan. It took two years of planning at Charlotte. Policies and procedures were in place prior to putting into practice asset management. Her focus is to bring stability to the staff and our policies and procedures. She has worked on the first portion of the OIG audit which was how to account for maintenance time. Staff has received some training during the Operation meetings on this subject. She has been charged with the wait list. The waitlist will open very soon. A mass call in will be made to fill our vacancies. She will focus on quality housing for the residents, better customer service, resident education and lease enforcement. In the spring there will be training for the maintenance staff on asbestos, lead base paint, as well as on safety. She will also help Harborview Towers on their cash flow. Their expenses are high due to the energy performance contract.

Question: What are the causes for the AMPs not breaking even or running a deficit?
Response: Does not have the full details at this time; but the deficit at Harborview Towers is related to the Siemens contract signed four years ago. The cost to repay is a huge hit at Harborview Towers.

Mr. Byers commented on the cash flowing and restructuring the agency. We have to look at the shortsighted decisions that were made in the past such as the energy

performance contract and other items on the list and turn them into smart decisions to make them work. These discussions are being held. RAD would not take away from the Energy Performance contract. We would have to look at the performance to make sure it works. We have to look at ways to improve our portfolio as our goal is to determine ways to grow the Authority.

Ms. Centeno added there will be a vacancy plan to assure all the units are occupied. Staff is identifying the units with the longest turnaround time and the reason. Our goal is to be 96% to 98% occupied. Her goal is to get the vacant units turned around in three days.

Commissioner Hanks stated she valued the information that each department shared during this meeting. There is one item on the agenda and tonight's meeting has been too long (90 minutes). In the future, if the agenda has ten items, the meeting might possibly last three hours? She suggested presenting the department reports in bullet formats, providing the Committee reports and having a deeper discussion during the committee meetings would be a better use of everyone's time. Commissioner Hanks' recommendation has been noted.

At this point Commissioner Hanks was excused and was disconnected from the conference call (7:14pm).

Section 8 Department - Steven Durham, Director

Mr. Durham stated that the Section 8 report will be evolving. For this month, the report presented a SEMAP (Section Eight Management Assessment) score card indicating where the program stands throughout the year. There are 15 indicators monitored on a monthly basis. The summary of activities and other fields have been added to the report. The SEMAP score card gives an indicator status as it currently stands. The gray area in the report indicates the trouble areas. The department has not had a tracking system in place. He does not know how much is in the pipeline, current status, completed work, other than the finalization. No one could provide where the process was. He has been putting into place the tracking mechanism. Quality reviews have not been made for quite some time. Employees do not know how they are performing and their work quality has not been assessed. This is changing as of January. Monitoring reviews are being put in place of each person's caseload, per month to give them an accurate report of where they are. The staff works hard. The issue is working effectively with streamline measures in order to be more effective with our time, complete more work and focus on the quality of work.

Spending is not a problem in Section 8. We have to focus on bringing down the spending because we currently are not using the maximum amount of vouchers; but are using the maximum amount of spending. We will revisit some of the project base voucher agreements out there.

Mr. Byers stated that the Administration Plan that governs both Section 8 and Public Housing have to be updated. Much of the work has been done. Quality work is

being preformed to assure accuracy and reporting across the board as the goal is to achieve high standards. We have seen tremendous progress and there is much more work to be completed.

Motion to accept the Secretary's Report was made by Commissioner Stack; Commissioner Brown seconded the motion.

Vote: All in favor.

RESOLUTION OF
THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT
RESOLUTION NO. 01-12-15-01

BOARD MEETING DATE: JANUARY 12, 2015

RESOLUTION AUTHORIZING THE EXTENSION OF A CONTRACT IN THE NOT TO EXCEED AMOUNT OF \$60,150.00 FOR A PERIOD OF NINETY DAYS, WITH YALE TERMITE AND PEST ELIMINAION CORP. FOR PEST CONTROL SERVICES AGENCY WIDE

Factual Content Certified

Approved:

Resolution Reviewed
Legal Department

By: _____

Jennifer Black, Esq.
Director of Legal
Department

By: 

George L. Byers
Secretary/Executive
Director

By: _____

Jennifer Black
Legal Department Director

WHEREAS, on November 12, 2013 the Housing Authority of the City of Bridgeport ("HACB") issued a solicitation for pest control services; and

WHEREAS, five respondents responded before the bid due date of December 11, 2013 which included, AAA American Exterminators, Complete Pest Control, LLC, Connecticut Pest Elimination, Inc., KEA Pest Control and Yale Termite and Pest Elimination Corp.; and

WHEREAS, based on the results of the subsequent to award, it was determined that Yale Termite and Pest Elimination Corp. was the responsible, responsive contractor to provide Pest Control Services Agency Wide, due to the fact that Complete Pest Control, LLC and KEA Pest Control, Connecticut Pest Elimination were not able to provide a number of the services requested; and

WHEREAS, on January 13, 2014 HACB awarded a contract in the not to exceed amount of \$250,137.72 to Yale Termite and Pest Elimination Corp. for period commencing January 14, 2014 and terminating on January 14, 2015 with an option to extend for one (1) additional year; and

WHEREAS, pursuant to the HACB Procurement Policies and Procedures, any expenditure in an amount more than \$50,000.00 requires authorization by the HACB Board of Commissioners; and

WHEREAS, the Housing Authority is recommending a ninety day extension to the contract with Yale Termite and Pest Elimination Corp from

January 15, 2015 through April 15, 2015 in an amount not to exceed \$ 60,150.00.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. Extend the contract in the not to exceed amount of \$60,150.00, to Yale Termite and Pest Elimination Corp. for a period of ninety days commencing January 15, 2015 through April 15, 2015, for pest control services at agency wide, including the expenditure of such sums as aforesaid, is hereby authorized; and
2. The Secretary/Executive Director, be and he is hereby authorized, empowered and directed to execute and deliver the agreement on behalf of the Authority necessary to effectuate the foregoing, and to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose; and
3. This resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on January 12, 2015.

Motion was made by Commissioner Stack; seconded by Commissioner Ortiz. This resolution was presented by Jennifer Black.

Discussion: None

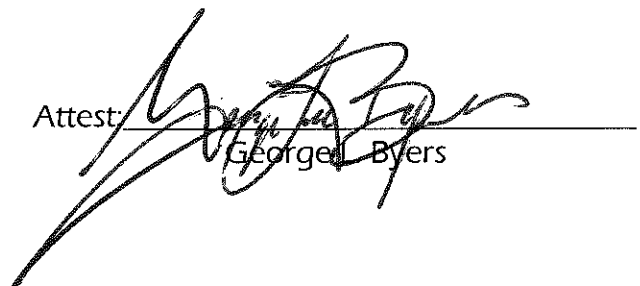
The vote was as follows: All in favor.

ADJOURNMENT: (7:20 pm)

A motion was made by Commissioners Stack to adjourn the meeting; seconded by Commissioner Ortiz.

The vote was as follows: All in favor.

Attest:



George Byers