

HOUSING AUTHORITY OF THE CITY OF WATERBURY

REGULAR BOARD MEETING HELD ON TUESDAY, MARCH 19, 2013

Chairman Jim Lawlor called the Regular Board of Commissioners Meeting to order at 3:45 p.m.

1. ROLL CALL:

PRESENT: James J. Lawlor, Chairman
Patrick Maloney, Vice-Chairman
Carl Ianantuoni, Treasurer
Cliff Cotter, Assistant Treasurer

ABSENT: Tawana Gibbs, Resident Commissioner

STAFF PRESENT: Vin Sica, Acting Executive Director, Bob Kaseta, Director of Finance, Belinda Arce, Director of Client Services, Christine Juraska, Accountant/Auditor, Kate Noble, Executive Secretary

OTHERS PRESENT: Attorney Candice Graziano, John D'Amelia, J D'Amelia & Associates, Andrew Daniels, MapPlan Partners, Penny Overton, Republican American

2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:

None

Chairman Jim Lawlor reported that Andrew Daniels was present at the meeting to speak about the Transition Plan under agenda item #7.

3. PREVIOUS MONTH'S MINUTES:

Acceptance of the Minutes of the Regular Board of Commissioners meeting held on February 19, 2013.

Treasurer Carl Ianantuoni made a motion to accept the minutes of February 19, 2013. Assistant Treasurer Cliff Cotter seconded the motion.

Discussion: Assistant Treasurer Cliff Cotter inquired if the research on the payment to Quisenberry Arcari noted in the February 19th minutes was done. The payment was researched and a follow up phone call was made to Treasurer Carl Ianantuoni. The payment was for a one year follow up warranty on the Berkeley Rec Center gym floor.

A vote was called.

AYES:

Commissioner Cliff Cotter
Commissioner Carl Ianantuoni
Commissioner Pat Maloney
Chairman Jim Lawlor

NAYS:

ABSTAIN:

Motion passes.

4. APPROVAL OF BILLS:

Treasurer Carl Ianantuoni made a motion to approve the Accounts Payable Report dated March 19, 2013. Assistant Treasurer Cliff Cotter seconded the motion.

Discussion: The following payments were discussed. Classic Car Rental in the amount of \$6,300.00 for snow storm removal from five properties. Quality Improvements in the amount of \$3,225.00 for snow storm removal at Oak Terrace development. Delage Landen Public Finance in the amount of \$643.76 for two copier rentals and Ricoh USA in the amount of \$873.00 for four copier rentals. Ricoh USA is no longer on the State bid list. Epiq Systems Corporate Services in the amount of \$4,967.14 for the printing and mailing of J D'Amelia State HAP checks. This is a monthly reimbursed expense. Fordion Packaging LTD in the amount of \$585.00 for high mil compactor trash bags for Bergin Apartments. Plaza Car Wash in the amount of \$487.50 for 100 fleet car wash tickets. Wattsaver Lighting Products in the amount of \$464.44 for light bulbs at Austin Rd. Jared Wilkas Tree Service in the amount of \$10,050.00 for snow storm removal. Vin Sica stated we are hoping for emergency FEMA funds for storm removal costs at our developments. Yardi Systems Inc. in the amount \$9,066.49 for the second installment for the computer system.

A vote was called.

AYES:

Commissioner Cliff Cotter
Commissioner Carl Ianantuoni
Commissioner Pat Maloney
Chairman Jim Lawlor

NAYS:

ABSTAIN:

Motion passes.

5. ACTING EXECUTIVE DIRECTORS REPORT

Treasurer Carl Ianantuoni made a motion to accept the Acting Executive Directors Report. Vice Chairman Pat Maloney seconded the motion.

Discussion: The rating and ranking committee recommended Jump, Scutellaro, & Company as the new audit firm. The authority has completed a draft Transition Plan in order to become compliant with Section 504 of the Rehabilitation Act of 1973. YMCA Director Jim O'Rourke scheduled an open house for the Berkeley Rec Center on March 27, 2013. The intent is to let residents know about its programs and services. A response was completed and sent for the HUD quality Assurance review conducted in December 2012. The authority participated in a state wide housing authority conference call with HUD regarding sequestration. HUD is anticipating a 5% cut in 2013 which translates to a \$2B dollar loss. Furlough days are being considered. The Section 8 Administrative Fee has been reduced to approximately 69%; HAP payment pro-rations could be as low as 93.1%. The public housing operating fund administrative fee dropped to 73% for the remainder of the year. These cuts will most likely be permanent. HUD also commented that they have noticed an increased incidence of authority's in Connecticut becoming troubled or sub-standard performers.

A vote was called.

AYES:

Commissioner Cliff Cotter
Commissioner Carl Ianantuoni
Commissioner Pat Maloney
Chairman Jim Lawlor

NAYS:

ABSTAIN:

Motion passes.

6. AGENCY PLAN DISCUSSION

Chairman Jim Lawlor suggested a workshop session of the agency plan to take place next week while Larry Loyd was here. Chairman Jim Lawlor has concerns of his own and has asked the manager's to present on the plan as to where they see we are going in the future.

7. TRANSITION PLAN FOR 504 (VCA) VOLUNTARY COMPLIANCE AGREEMENT

Andrew Daniels, a consultant from MapPlan Partners was brought on board to assist the staff on addressing issues identified as part of two separate reviews by the HUD Office of Fair Housing and Equal Opportunity. A Voluntary Compliance Agreement is a standard tool that the Office of Fair Housing uses after the review to identify action steps that need to be taken. Most often these reviews are routine. The Office of Fair Housing addressed WHA's compliance through Section

504 also known as the Rehabilitation ACT of 1973 which pertains to our programs being accessible both physically as well as administrative requirements. For example in terms of communication for someone who might have a hearing impairment. A subsidiary issue in the VCA has to do with compliance with LEP; Language English Proficiency. A Language Assistance Plan (LAP) was approved by the Board. One of the last items needed in the VCA is a document known as a transition plan. A transition plan is required when you are unable to address all issues related to physical compliance within one year. This plan breaks down the work to be completed within the next five years as it pertains to compliance and our Capital Fund dollars. This plan will be presented to HUD in a draft form later this week.

8. APPROVAL OF JUMP, SCUTELLARO & COMPANY LLC FOR AUDIT SERVICES

Vice Chairman Pat Maloney made a motion to approve Jump, Scutellaro & Company for Audit Services. Treasurer Carl Ianantuoni seconded the motion.

Discussion: Previous auditor was Hurley & O'Neill Company P.C.

A vote was called.

AYES:

Commissioner Cliff Cotter
Commissioner Carl Ianantuoni
Commissioner Pat Maloney
Chairman Jim Lawlor

NAYS:

ABSTAIN:

9. DEPARTMENT REPORTS

a. Discussion/Acceptance of Director of Finance Report.

Treasurer Carl Ianantuoni made a motion to accept the Director of Finance Report as presented. Assistant Treasurer Cliff Cotter seconded the motion.

Discussion followed on building and improvement within the Capital Fund expenditures, the income statement, and allocated expenses on the budget comparison within HCV, LIPH, COCC and AMP's.

A vote was called.

AYES:

Commissioner Cliff Cotter
Commissioner Carl Ianantuoni
Commissioner Pat Maloney
Chairman Jim Lawlor

NAYS:

ABSTAIN:

Motion passes.

b. Discussion/Acceptance of Director of Client Service Report

Treasurer Carl Ianantuoni made a motion to accept the Director of Client Service Report as presented. Assistant Treasurer Cliff Cotter seconded the motion.

Discussion followed on the improvement in vacancies with the exception of a few units at Begin Apartments relating to the beg bug problem in the development and a water damaged unit at Springbrook. There are also bed bug problems at Berkeley Heights. Mangers have been aggressive about collecting rents. Client Services is in the middle of a compliance review for their Semap score with an exit interview on Wednesday and in the beginning of April the Shelter Plus Care program will be reviewed by HUD.

A vote was called.

AYES:

Commissioner Cliff Cotter
Commissioner Carl Ianantuoni
Commissioner Pat Maloney
Chairman Jim Lawlor

NAYS:

ABSTAIN:

Motion passes.

10. CHAIRMANS REMARKS

No Remarks

11. OLD BUSINESS

None

12. NEW BUSINESS

A. Quality Assurance division (QAD) Report Discussion

A response was submitted to HUD and WHA is waiting for HUD's opinion as to how we interpreted their results.

13. ADJOURNMENT

Treasurer Carl Ianantuoni made a motion to adjourn the meeting at 4:45 p.m. Assistant Treasurer Cliff Cotter seconded the motion. No Discussion. A vote was called.

AYES:

Commissioner Cliff Cotter
Commissioner Carl Ianantuoni
Commissioner Pat Maloney
Chairman Jim Lawlor

NAYS:

ABSTAIN:

Motion passes.

Vincent Sica, Acting Executive Director