



HOUSING AUTHORITY OF THE CITY OF DANBURY

MINUTES OF THE FEBRUARY 18, 2010 BOARD OF COMMISSIONERS

REGULAR MEETING

COMMISSIONERS PRESENT:

Domenico Chieffalo Raymond Yamin
Mary Teicholz Stanley Watkins
Jim Zeh

RESIDENT REPRESENTATIVES

Irene Hernandez
Floyd Banks
Patti Cohen Hecht -Advisor

HACD STAFF

Vinalda Green
M. Carolyn Sistrunk
Jacqueline Elam
Everette Spencer
Kevin Barry
Jessie Marengo
Greg Holt
Dorene Doran
Perry Mayo
Andy Chmelko
Jim Sabo
Cristine Hernandez
Kathy Alba

PRESENTERS AND SPECIAL GUESTS

Chief Alan Baker
Sgt Scott Fabich
Sgt Roger Hancock

ATTENDEES

Helen Barnett
Rose Morrison
Brian Duncan
Kara Keeler
Stewart Peterson
Ben Long
Helen Wright

CALL TO ORDER

The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was called to order at 5:31 pm at the Glen Apartments 26 Memorial Drive Danbury, Connecticut 06811 with a motion made by Commissioner Zeh, following a second by Commissioner Watkins.

PUBLIC COMMENTS

Mr. Duncan: Introduced himself as an advisor to Mr. Stewart Peterson who was terminated from the Housing Authority. Mr. Duncan stated that he has spoken to the Community about the Housing Authority's procurement policy and would like Mr. Peterson to address the Board of Commissioners. Mr. Peterson addressed the Board and distributed a package. His comments are summarized below:

1. Mr. Peterson stated that he wanted to inform the Board of his termination from the Housing Authority.

2. Mr. Peterson stated that his termination letter stated that he was terminated for unauthorized and unsupported procurement of modernization work exceeding \$40,000. Mr. Peterson state that this is not possible because the procurement policy authorizes him up to \$500.00 not \$40,000.
3. Mr. Peterson stated that he did not authorize the \$40,000 and that a higher up authorized the procurement. He stated that other HACD management employees should be terminated including the Executive Director.
4. Mr. Peterson stated that he requested documents through Human Resources and was informed that he must put his request in writing.
5. Mr. Peterson stated that his attempts to get an informal hearing and negotiate with the Executive Director have been to no avail.
6. Mr. Peterson requested that the Board investigate these issues and get back to him so that he can return to his job and his duties where he has been an exemplary employee for 22 years

The Chairman thanked Mr. Peterson and advised that the public comment portion of this Board Meeting was not the venue for personnel matters. Mr. Peterson and Mr. Duncan were advised to request a formal hearing before the Board of Commissioner. They were further advised to address the request to the Chairman of the Board of Commissioners and mail such request to HACD offices.

Ms Barnett: Requested a status update on housing application. Ms Jackie Elam was assigned to assist with status update.

EXECUTIVE SESSION

A motion was made and unanimously carried for the HACD's Board of Commissioners to enter into Executive Session to discuss:

1. Employment Contract Executive Director
2. The March 17, 2010 Closing Between HACD and HUD for the Federalization of 50 Crosby Manor Units

Upon motion, the Board meeting reconvened at 5:48pm. Upon motion by Commissioner Yamin, the Board unanimously voted to proceed with regards to the Executive Director's contract.

APPROVAL OF MINUTES

A motion to approve the minutes of the January 20, 2010 regular meeting was approved with a motion made by Commissioner Teicholz, following a second by Commissioner Yamin. The motion was unanimously approved.

CITYWIDE RESIDENT LEADERSHIP COUNCIL REPORT

Ms Irene Hernandez, newly elected President of the CRLC, was congratulated and reported that the Resident Council will convene a Strategic Planning Meeting on February 26, 2010.

CITY OF DANBURY'S POLICE DEPARTMENT

Upon introduction of the Community Conditions Unit (CCU) t, Chief Alan Baker presented an analysis of HACD's and the City of Danbury's 2009 Public Safety Indicators. In summary:

1. HACD's slight increase in 2009 service calls is consistent with the overall City's trends
2. The long term trends reflect a 40-50 decrease in service calls.
3. HACD's 2009 report reflects that only 13 % of service calls involved crimes- the balance represents quality of life type issues
4. Primary reasons for strong performance is strong Board, staff and residents, leadership and the creation of HACD Pubic Safety Department.

Chief Baker outlined crime prevention strategies that are underway at the DPD:

1. Continued commitment to CCU and working relationship with the HACD
2. Creation a Cop Next Door Program with HACD
3. Creation of a motorcycle unit to enhance public safety.

Chairman Chieffalo offered special thanks to Public Safety Director, Kevin Barry and presented HACD's service award to Chief Baker and the Community Conditions Unit Officers Scott Fabich and Sgt Roger Hancock.

AUTHORITY MANAGEMENT REPORT

Carolyn Sistrunk submitted February, 2010 Authority Management Report in full for review. Ms. Sistrunk reported that the federalization of Crosby Manor is underway and well as February 22, 2010 reorganization. HACD has completed the purchase of three (3) condominium units with the anticipated purchase of an additional 4-6 unit.

ACCEPTANCE OF FEBRUARY 2010 FINANCIALS

February 2010 financials reflected a modest positive cash flow of \$153,000. Ms Sistrunk announced that the financial are presented in a new streamlined process because of the implementation of HACD's new financial management system, PHA-WEB. HACD's CFO E. Spencer provided an overview of the new reporting format. A motion to accept February 2010 was unanimously approved.

RESOLUTIONS AND INFORMATIONAL ITEMS

Resolution 833 authorizes the Executive Director to establish a HACD policy and procedure prohibiting Driving While Distracted and the use of cell phone while operating any HACD vehicle and/or operating a personal vehicle while on HACD business. A motion to adopt this resolution was made by Commissioner Watkins, following a second by Commissioner Yamin. The motion was unanimously approved.

Resolution 834 authorizes the Executive Director to execute a Development Project Grant Amendment to Consolidated Annual Contributions Contract between the HACD and HUD, a Conditions for the Federalization of Crosby Manor Public Housing Units between the HACD,

the Connecticut Department of Economic and Community Development and HUD and certain other required documents for property located at 84 West Wooster Street, Danbury, Connecticut, as more fully described in the application on Form HUD-52651-A(5/94) and that the HACD assures compliance with all the requirements of HUD regulations at 24 C.F.R. part 941. . A motion to adopt this resolution was made by Commissioner Yamin, following a second by Commissioner Teicholz. The motion was unanimously approved.

Resolution 835 authorizes the Executive Director to execute real estate and financial release documents necessary with the State of Connecticut as a condition for the federalization of Crosby Manor. A motion to adopt this resolution was made by Commissioner Zeh, following a second by Commissioner Watkins. The motion was unanimously approved.

Resolution 836 authorizes the Executive Director to execute financial release documents necessary with the Housing Authority federalization of the Crosby Manor units.

This motion was Tabled

Resolution 837 authorizes the Executive Director to execute financial release documents necessary with the City of Danbury as a condition to the Cooperation Agreement and release for the federalization of Crosby Manor Units. A motion to adopt this resolution was made by Resident Commissioner Teicholz, following a second by Commissioner Yamin. The motion was unanimously approved.

Resolution 838 authorizes the Executive Director to submit the Section 8 Management Assessment Program Certification to the U.S. Department of Housing and Urban Development for program year 2009. A motion to adopt this resolution was made by Commissioner Watkins, following a second by Commissioner Zeh. The motion was unanimously approved.

Resolution 839 authorizes the Executive Director to bifurcate the current State Elderly wait list, adding all current applicants to both lists, and making applicable and appropriate changes to its Admissions & Continued Occupancy Policy as a result of the impending federalization of the Crosby Manor housing program. A motion to adopt this resolution was made by Commissioner Yamin, following a second by Commissioner Teicholz. The motion was unanimously approved.

Resolution 840 authorizes the Executive Director to submit to HUD the unaudited FAS report for the 2009 assessment year. . A motion to adopt this resolution was made by Commissioner Watkins, following a second by Commissioner Zeh. The motion was unanimously approved.

Resolution 841 authorizes the Executive Director to implement Enterprise Income Verification Policy and Procedures effective February 19, 2010. A motion to adopt this resolution was made by Commissioner, following a second by Commissioner Watkins. The motion was unanimously approved.

Resolution 842 authorizes the Executive Director to implement revision to Rent Collections Policy that would refine rent collection policy late payments for HACD's multi-family Section 8 programs. A motion to adopt this resolution was made by Commissioner Yamin, following a second by Commissioner Watkins. The motion was unanimously approved.

Resolution 843 authorizes the Executive Director to submit the PHAS report for the 2009 assessment year to HUD. **THIS MOTION WAS TABLED**

ADJOURNMENT

A motion to adjourn this meeting was made by Commissioner Yamin, following a second by Commissioner Watkins. The regular meeting for the Housing Authority of the City of Danbury ended at 6.27 pm.



DHA CORP

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Chief Alan Baker

ATTENDEES:

Helen Barnett
Rose Morrison
Kara Keeler

CALL TO ORDER

The meeting for the HACD Corp was called to order with a motion made by Resident Commissioner Zeh, following a second by Commissioner Watkins. The meeting started at 628 pm.

APPROVAL OF MINUTES

A motion to approve the minutes of the January 2010 DHA CORP meeting was made by Commissioner Watkins, following a second by Commissioner Yamin. The motion was unanimously approved.

RESOLUTIONS AND INFORMATIONAL ITEMS

Resolution 76 authorizes the Executive Director to establish a HACD policy and procedure prohibiting Driving While Distracted and the use of cell phone while operating any HACD vehicle and/or operating a personal vehicle while on HACD business. A motion to adopt this resolution was made by Commissioner Yamin, following a second by Commissioner Watkins. The motion was unanimously approved

ADJOURNMENT

A motion was made to adjourn the HACD Corp meeting by Commissioner Yamin, following a second by Commissioner Watkins. The meeting ended at 6:30 p.m.



HACD CORP

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APPROVAL OF MINUTES

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RESOLUTIONS AND INFORMATIONAL ITEMS

Resolution 76 authorizes the Executive Director to establish a HACD policy and procedure prohibiting Driving While Distracted and the use of cell phone while operating any HACD vehicle and/or operating a personal vehicle while on HACD business. . A motion to adopt this resolution was made by Commissioner Zeh, following a second by Commissioner Watkins. The motion was unanimously approved

Resolution 77 authorizes the Executive Director to submit the Department of Social Services Transitional Living Program Annual Demographics Report covering the reporting year of January 2009 through December 2009. A motion to adopt this resolution was made by Commissioner Teicholz, following a second by Commissioner Watkins. The motion was unanimously approved

ADJOURNMENT

A motion was made to adjourn the HACD Corp meeting by Commissioner Yamin, following a second by Commissioner Watkins. The meeting ended at 6:41 p.m.