



Housing Authority of the City of Danbury

Main Office:

2 Mill Ridge Road, Danbury, CT 06811

203-744-2500 Tel

203-797-1864 Fax

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE SPECIAL MEETING OF THE HOUSING AUTHORITY OF THE CITY OF DANBURY BOARD OF COMMISSIONERS DECEMBER 27, 2011

COMMISSIONERS PRESENT:

Domenico Chieffalo Stan Watkins
Raymond Yamin James Zeh

STAFF PRESENT:

M. Carolyn Sistrunk Devin Luciano
Michael Dapolite
Jeff Goodfriend
Jackie Elam

ATTENDEES:

Rose Morrison
Kim Nolan- Legal Counsel

CALL TO ORDER: The Special Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was called to order at 5:33 PM at HACD Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

PUBLIC COMMENTS: NONE

RESOLUTIONS AND INFORMATIONAL ITEMS:

REVISIONS

Upon motion by Commissioner Zeh and seconded by Commissioner Yamin, the following revision were unanimous adopted for the December 15, 2011 Agenda.

1. **RESOLUTION 969** was tabled until Janaury 19, 2012 Regular Meeting of the HACD's Board of commissiners
- A. **RESOLUTION 961** authorizes the Executive Director to implement the proposed consolidated 2012 budget for its Federal programs and to submit to the Department of Housing and Urban Development (HUD), the proposed 2012 Federal Budgets and to submit



HACD's 2012 Adequacy of Resources certification. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.

B. RESOLUTION 965 authorizes the Executive Director to execute a contract for contract with Rocky's Home Improvements, Redding, Connecticut, in an amount not-to-exceed one hundred thirty, eight hundred fifty dollars (\$139,850) for roofing replacement services at Glen Apartment for the Housing Authority of the City of Danbury, effective January 1, 2012. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Watkins.

C. RESOLUTION 966:

1. Adopts the Executive Director's recommendation that Ms. Jacqueline Elam, in the capacity of Interim Chief Financial Officer, be authorized to access bank accounts necessary to HACD business continuity during the search for a permanent Chief Financial Officer The banks are: Wells Fargo, Bank of America, Union Savings and JP Morgan/Chase.
2. Authorizes the Executive Director to execute any and all documents necessary to provide the Interim CFO access to bank accounts necessary for business continuity during the search for a permanent Chief Financial Officer.

The resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.

D. RESOLUTION 967 authorizes the Executive Director to execute a contract not-to exceed three hundred and thirty one thousand dollars (\$331,000) with the lowest responsive, responsible firm, First Choice Energy, to supply electricity for HACD Properties for a period of one year, effective February 1, 2012 and subject to approval by the Department of Housing and Urban Development. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

E. RESOLUTION 968 authorizes the Executive Director to:

1. To amend HACD's Financial Operation Policy to safeguard the assets of the Housing Choice Voucher (HCV) program by the establishment of a standard operating procedure that ensures that HCV's financial reporting systems are reconciled on a monthly basis. The systems include:
 - a. HACD's internal financial reporting system (i.e. General Ledger, etc.)
 - b. HUD's online reporting systems including but not limited to VMS, PIC, TRACS, FAS-PHA, FDS etc
2. To implement the proposed amendment to its Financial Operations Manual entitled The Housing Choice Voucher Program (HCV)Monthly Program Reconciliation: Standard Operating Procedure (SOP) pending the Department of Housing and Urban Development (HUD's) review and comment. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Watkins.

F. RESOLUTION 969 authorizes the Executive Director to implement a Government Records Management and Government Records Disposition policy effective January 1, 2012. **(TABLED)**

G. RESOLUTION 970 authorizes the Executive Director to execute a contract for auditing services with Maletta & Company for a (1) year term, with an option to extend the term for two (2) additional one (1) year terms in the amount of twenty six thousand dollars (\$26,000), effective



January 1, 2012. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

CHAIRMAN'S REPORT: No Report

NEW BUSINESS: No New Business

ADJOURNMENT: The adjournment (5:51PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.





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MINUTES OF THE SPECIAL MEETING OF THE HACD CORP BOARD OF COMMISSIONERS DECEMBER 27, 2011

COMMISSIONERS PRESENT:

Domenico Chieffalo Stan Watkins
Raymond Yamin James Zeh

STAFF PRESENT:

M. Carolyn Sistrunk Devin Luciano
Michael Dapolite
Jeff Goodfriend
Jackie Elam

ATTENDEES:

Rose Morrison
Kim Nolan- Legal Counsel

CALL TO ORDER: The Special Meeting of the Board of Commissioners for the HACD CORP was called to order at 6:08 pm at HACD CORP Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Zeh and seconded by Commissioner Watkins.

PUBLIC COMMENTS: NONE

RESOLUTIONS AND INFORMATIONAL ITEMS:

A. RESOLUTION 131:

1. Adopts the Executive Director's recommendation that Ms. Jacqueline Elam, in the capacity of Interim Chief Financial Officer, be authorized to access bank accounts necessary to DHA CORP business continuity during the search for a permanent Chief Financial Officer. The banks are: Wells Fargo, Bank of America, Union Savings and JP Morgan/Chase.



2. Authorizes the Executive Director to execute any and all documents necessary to provide the Interim CFO access to bank accounts necessary for business continuity during the search for a permanent Chief Financial Officer.

The resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Watkins.

- B. RESOLUTION 132** authorizes the Executive Director to execute a contract not-to exceed three hundred and thirty one thousand dollars (\$331,000) with the lowest responsive, responsible firm, First Choice Energy, to supply electricity for HACD CORP property(Ives Manor) for a period of one year, effective February 1, 2012 and subject to approval by the Department of Housing and Urban Development. The resolution was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.
- C. RESOLUTION 133** authorizes the Executive Director to implement a Government Records Management and Government Records Disposition policy effective January 1, 2012. **(TABLED)**
- D. RESOLUTION 134** authorizes the Executive Director to execute a contract for auditing services with Maletta & Company for a (1) year term, with an option to extend the term for two (2) additional one (1) year terms in the amount of twenty six thousand dollars (\$26,000), effective January 1, 2012. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

CHAIRMAN'S REPORT: No Report

NEW BUSINESS: No New Business

ADJOURNMENT: The adjournment (6:17 pm) of the Regular Meeting of the Board of Commissioners for the HACD CORP was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Yamin.





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M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE SPECIAL MEETING OF THE DHA CORP BOARD OF COMMISSIONERS DECEMBER 27, 2011

COMMISSIONERS PRESENT:

Domenico Chieffalo Stan Watkins
Raymond Yamin James Zeh

STAFF PRESENT:

M. Carolyn Sistrunk Devin Luciano
Michael Dapolite
Jeff Goodfriend
Jackie Elam

ATTENDEES:

Rose Morrison
Kim Nolan- Legal Counsel

CALL TO ORDER: The Special Meeting of the Board of Commissioners for the DHA CORP was called to order at 5:53 PM at DHA CORP Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

PUBLIC COMMENTS: NONE

RESOLUTIONS AND INFORMATIONAL ITEMS:

A. RESOLUTION 138:

1. Adopts the Executive Director's recommendation that Ms. Jacqueline Elam, in the capacity of Interim Chief Financial Officer, be authorized to access bank accounts necessary to DHA CORP business continuity during the search for a permanent Chief Financial Officer. The banks are: Wells Fargo, Bank of America, Union Savings and JP Morgan/Chase.



2. Authorizes the Executive Director to execute any and all documents necessary to provide the Interim CFO access to bank accounts necessary for business continuity during the search for a permanent Chief Financial Officer.

The resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Watkins.

- B. RESOLUTION 139** authorizes the Executive Director to execute a contract not-to exceed three hundred and thirty one thousand dollars (\$331,000) with the lowest responsive, responsible firm, First Choice Energy, to supply electricity for DHA CORP property(Ives Manor) for a period of one year, effective February 1, 2012 and subject to approval by the Department of Housing and Urban Development. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.
- C. RESOLUTION 140** authorizes the Executive Director to implement a Government Records Management and Government Records Disposition policy effective January 1, 2012. **(TABLED)**
- D. RESOLUTION 141** authorizes the Executive Director to execute a contract for auditing services with Maletta & Company for a (1) year term, with an option to extend the term for two (2) additional one (1) year terms in the amount of twenty six thousand dollars (\$26,000), effective January 1, 2012. The resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

CHAIRMAN'S REPORT: No Report

NEW BUSINESS: No New Business

ADJOURNMENT: The adjournment (6:07 PM) of the Regular Meeting of the Board of Commissioners for the DHA CORP was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

