



**MINUTES OF THE REGULAR MEETING
BOARD OF COMMISSIONERS**

NOVEMBER 15, 2012

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Stan Watkins
Jim Zeh
Paul Estefan
Kim Nolan, General Counsel

STAFF PRESENT:

Carolyn Sistrunk
Kathy Quallen
Michael Dapolite
Jackie Elam

ATTENDEES:

Rose Morrison
Ruth Hoggard

CALL TO ORDER - The Regular Meeting of the Board of Commissioners for the HACD was called to order at 5:31 PM at Two Mill Ridge Road Danbury, Connecticut 06810 upon motion by Commissioner Watkins, seconded by Commissioner Yamin, the meeting was called to order.

PUBLIC COMMENTS - NONE

APPROVAL OF OCTOBER 2012 REGULAR MEETING: Upon motion by Commissioner Watkins, seconded by Commissioner ZEH, the minutes of the October 18, 2012 meeting were unanimously approved

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council is focused upon upcoming Annual Meeting November 19, 2012. Ms. Hoggard reported that the Citywide Resident Leadership Council's Annual meeting will center on a theme of encouraging participation for open leadership seats-Moderate Rental, Scattered Sites. No elections will be conducted because it's an off year.

AUTHORITY MANAGEMENT REPORT: HACD's Executive Director reviewed the Operational Recovery Agreement and Redevelopment Progress for October including CHFA Meeting for 2012.

Public Housing

- A. Wait List 1493
- B. Occupancy 82
- C. Collection – 91%
- D. Re-certifications 82 % on schedule
- E. Inspections- 62%. Moderate Rental inspections underway on course to meet 100%
- F. Work Orders-84%
- G. Evictions YTD - 6

HCV

- A. Vouchers – HCV 683: SPC-30; DSS-672; PBV-19
- B. Voucher Utilization 85% of 5
- C. HCV Funding Allocated-568,989; HCV Funding Expended-629,171 through reserves

FINANCIAL OPERATING STATEMENT: The September 2012 Financial statement was unanimously accepted by the Board of Commissioners. The financial statement included check register for all invoices over \$25,000 in accordance with the Recovery Agreement. HACD's CFO also reviewed the PHAS financial (76%) and management projections (76%) for September, 2012. Privatization of financial functions underway with growing efficiencies:

- 1. Vendors getting paid
- 2. Procedures are in place to ensure that Federal and State funds are not separation systems

RESOLUTION 1022 authorizes the Executive Director to execute a contract for Boiler Preventative Maintenance Services with Foley's Heating and Plumbing for a one (1) year term with the option to extend for four (4) additional one (1) year terms at a not to exceed amount of sixty two thousand six hundred ninety five dollars and fifty cents (\$62,695.50) each contract year. The Resolution was unanimously adopted upon motion by Commissioner Estefan and second by Commissioner Watkins

RESOLUTION 1023 authorizes the Executive Director to execute a contract for Inspection Services with Elite Inspections, LLC for a one (1) year term with a not to exceed amount of thirty seven thousand five hundred dollars (\$37,500). This contract will have the option to extend for four (4) additional one (1) year terms. The Resolution was unanimously adopted upon motion by Commissioner Estefan and second by Commissioner Watkins

RESOLUTION 1024 authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0003C1E001003, for the reporting year April 1, 2011 through March 31, 2012. The Resolution was unanimously adopted upon motion by Commissioner Watkins and second by Commissioner Zeh

RESOLUTION 1025 authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0128C1E001002, for the reporting year March 18, 2011 through March 17, 2012. The

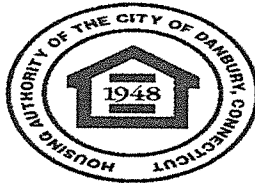
Resolution was unanimously adopted upon motion by Commissioner Estefan and second by Commissioner Yamin.

RESOLUTION 1026 authorizes the Executive Director to write-off Sixty One Thousand Two Hundred Thirty Eight Dollars and Seventy Six Cents (\$61,238.76) in the outstanding vacated tenant account receivables for the period of January 1, 2012 through November 11, 2012; The Resolution was unanimously adopted upon motion by Commissioner Estefan and second by Commissioner Estefan.

CHAIRMAN'S REPORT - NONE

NEW BUSINESS - NONE

A D J O U R N M E N T The adjournment (5:57 P.M.) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon a motion by Commissioner Yamin and seconded by Commissioner Zeh.



**MINUTES OF THE REGULAR MEETING
BOARD OF COMMISSIONERS**

DHA CORP

NOVEMBER 15, 2012

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Stan Watkins
Jim Zeh
Paul Estefan
Kim Nolan, General Counsel

STAFF PRESENT:

Carolyn Sistrunk
Kathy Quallen
Michael Dapolite
Jackie Elam

ATTENDEES:

Rose Morrison
Ruth Hoggard

CALL TO ORDER - The Regular Meeting of the Board of Commissioners for the HACD was called to order at 5:57 PM at Two Mill Ridge Road Danbury, Connecticut 06810 upon motion by Commissioner Watkins, seconded by Commissioner Yamin, the meeting was called to order.

PUBLIC COMMENTS - NONE

APPROVAL OF OCTOBER 2012 REGULAR MEETING: Upon motion by Commissioner Zeh, seconded by Commissioner Estefan, the minutes of the October 18, 2012 meeting were unanimously approved

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council is focused upon upcoming Annual Meeting November 19, 2012. Ms. Hoggard reported that the Citywide Resident Leadership Council's Annual meeting will center on a theme of encouraging participation for open leadership seats-Moderate Rental, Scattered Sites. No elections will be conducted because it's an off year.

AUTHORITY MANAGEMENT REPORT: HACD's Executive Director reviewed the Operational Recovery Agreement and Redevelopment Progress for October including CHFA Meeting for 2012.

FINANCIAL OPERATING STATEMENT: The September 2012 Financial statement was unanimously accepted by the Board of Commissioners. The financial statement included check register for all invoices over \$25,000 in accordance with the Recovery Agreement. HACD's CFO also reviewed the PHAS financial (76%) and management projections (76%) for September, 2012. Privatization of financial functions underway with growing efficiencies:

RESOLUTION 163 authorizes the Executive Director to write-off Four Thousand Six Hundred Eighty Four Dollars and Thirty Three Cents (\$4,684.33) in the outstanding vacated tenant account receivables for the period of January 1, 2012 through November 11, 2012. Upon motion by Commissioner Estefan, seconded by Commissioner Zeh, the minutes of the October 18, 2012 meeting were unanimously approved

CHAIRMAN'S REPORT - NONE

NEW BUSINESS - NONE

A D J O U R N M E N T The adjournment (6:05 P.M.) of the Regular Meeting of the Board of Commissioners for the DHA CORP was unanimously approved upon a motion by Commissioner Yamin and seconded by Commissioner Zeh.



**MINUTES OF THE REGULAR MEETING
BOARD OF COMMISSIONERS**

HACD CORP

NOVEMBER 15, 2012

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Stan Watkins
Jim Zeh
Paul Estefan
Kim Nolan, General Counsel

STAFF PRESENT:

Carolyn Sistrunk
Kathy Quallen
Michael Dapolite
Jackie Elam

ATTENDEES:

Rose Morrison
Ruth Hoggard

CALL TO ORDER - The Regular Meeting of the Board of Commissioners for the HACD CORP was called to order at 6:05PM at Two Mill Ridge Road Danbury, Connecticut 06810 upon motion by Commissioner Estefan, seconded by Commissioner Yamin.

PUBLIC COMMENTS - NONE

APPROVAL OF OCTOBER 2012 REGULAR MEETING: Upon motion by Commissioner Zeh, seconded by Commissioner Estefan, the minutes of the October 18, 2012 meeting were unanimously approved

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council is focused upon upcoming Annual Meeting November 19, 2012. Ms. Hoggard reported that the Citywide Resident Leadership Council's Annual meeting will center on a theme of encouraging participation for open leadership seats-Moderate Rental, Scattered Sites. No elections will be conducted because it's an off year.

AUTHORITY MANAGEMENT REPORT: HACD's Executive Director reviewed the Operational Recovery Agreement and Redevelopment Progress for October including CHFA Meeting for 2012.

FINANCIAL OPERATING STATEMENT: The September 2012 Financial statement was unanimously accepted by the Board of Commissioners. The financial statement included check register for all invoices over \$25,000 in accordance with the Recovery Agreement. HACD's CFO also reviewed the PHAS financial (76%) and management projections (76%) for September, 2012. Privatization of financial functions underway with growing efficiencies:

RESOLUTION 158 authorizes the Executive Director to execute a contract for Inspection Services with Elite Inspections, LLC for a one (1) year term with a not to exceed amount of two thousand five hundred dollars (\$2,500). This contract will have the option to extend for four (4) additional one (1) year terms. This resolution was unanimously approved upon a motion by Commissioner Watkins and seconded by Commissioner Zeh.

RESOLUTION 159 authorizes the Executive Director to write-off Two Thousand Six Hundred Thirty Dollars and Fourteen Cents (\$2,630.14) in the outstanding vacated tenant account receivables for the period of January 1, 2012 through November 11, 2012. The Resolution was unanimously upon a motion by Commissioner Yamin and seconded by Commissioner Estefan.

CHAIRMAN'S REPORT - NONE

NEW BUSINESS - NONE

A D J O U R N M E N T The adjournment (6:15 P.M.) of the Regular Meeting of the Board of Commissioners for the HACD CORP was unanimously approved upon a motion by Commissioner Yamin and seconded by Commissioner Zeh.