MINUTES OF BOARD OF COMMISSIONERS
REGULAR MEETING

MARCH - 2013
HACD
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HACD CORP
MINUTES BOARD OF COMMISSIONERS REGULAR MEETING

March 18

COMMISSIONERS PRESENT:

Dom Chieffalo
Raymond Yamin
Stan Watkins
Paul Estefan
Kim Nolan

STAFF PRESENT:

M. Carolyn Sistrunk
Michael Dapolite
Jackie Elam

ATTENDEES:

Rose Morrison
Ruth Hoggard
Michael Williams
Denise Chance
Natasha Marcy

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 5:45 pm at HACD Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion by Commissioner Estefan and a second by Commissioner Watkins, the meeting was called to order and convened to Executive Session to conduct a Grievance Hearing.

At 5:58 pm, the Board of Commissioners adjourned the Executive Session and reconvened the Regular Meeting of the Board of Commissioners. The grievant will be notified of the Board of Commissioners decision.
PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the January 2013, Regular Meeting respectively were unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Watkins.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council held its First Monthly Meeting for 2013 on January 14th, approved calendars and seeking to increase leadership positions at various sites.

AUTHORITY MANAGEMENT REPORT: the HACD's Executive Director reviewed the Recovery Agreement and Operational results for January, 2013. HACD Asset managers reviewed HCV and Public Housing Results.

FINANCIAL OPERATING STATEMENT: The financial statement for the December, 2012 operating period was unanimously accepted by the Board of Commissioners.

I. RESOLUTIONS

RESOLUTION 1044 authorizes the Executive Director to amend its record management and disposition policy to include provisions governing mobile computing and data storage. Upon motion by Commissioner Estefan and seconded by Commissioner Yamin, the resolution was unanimously adopted.

RESOLUTION 1045 authorizes the Executive Director to update Resolution 896 of the HACD's Essential Employees Tier Level of Responsibility, effective immediately. Upon motion by Commissioner Estefan and seconded by Commissioner Yamin, the resolution was unanimously adopted.

RESOLUTION 1046 authorizes the Executive Director to submit to submit two applications for Community Development Block Grant Year 39 Funding one in the amount of one hundred eleven thousand eight hundred seventy five dollars ($111,875) for the purpose of replacing twenty five (25) oil furnaces for all the units in the Moderate Rehab program known as 25 Units and one in the amount of one hundred forty thousand three hundred fifty six dollars ($141,356) for the purpose of replacing the soffits, fascia boards and exterior siding at Glen Apartments. Upon motion by Commissioner Estefan and seconded by Commissioner Yamin, the resolution was unanimously adopted.

RESOLUTION 1047 authorizes the Executive Director to submit the 2012 Section 8 Management Assessment Program Certification to the U.S. Department of Housing and Urban Development with 115 out of a possible 135 points, with an anticipated designation of Standard Performer once reviewed by HUD. Upon motion by Commissioner Estefan and seconded by Commissioner Yamin, the resolution was unanimously adopted.
RESOLUTION 1048 authorizes the Executive Director to submit the annual unaudited FASS report for the year-end 12/31/12 to the Department of Housing and Urban Development. Upon motion by Commissioner Watkins and seconded by Commissioner Estefan, the resolution was unanimously adopted.

RESOLUTION 1049 authorizes the Executive Director to sell, donate or dispose of the vehicles in accordance with the HACD Disposition Policy. Upon motion by Commissioner Estefan and seconded by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1050 authorizes the Executive Director to submit a formal request to the Jefferson County Assisted Housing Corporation (JeffCo) to increase the current Contract Rents for the Fairfield Ridge housing program, to be effective July 1, 2013. Upon motion by Commissioner Estefan and seconded by Commissioner Yamin, the resolution was unanimously adopted.

RESOLUTION 1051 authorizes the Executive Director to execute a Cable Service Agreement for HACD Properties. Upon motion by Commissioner Yamin and seconded by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1052 authorizes the Executive Director to execute a contract with Auditing Services in an amount not-to exceed forty thousand dollars ($40,000). Upon motion by Commissioner Estefan and seconded by Commissioner Watkins, the resolution was unanimously adopted.

RESOLUTION 1053 ratifies the emergency noncompetitive procurement exercised by the Executive Director and authorizes the Executive Director to enter into an agreement with Emerge Accounting for a total amount not to exceed seven thousand dollars ($7000) commencing February 25, 2013 and ending on May 25, 2013. Upon motion by Commissioner Estefan and seconded by Commissioner Yamin, the resolution was unanimously adopted.

II. CHAIRMAN’S REPORT - NONE

III. NEW BUSINESS - NONE

IV. ADJOURNMENT
THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, VICE CHAIRMAN
STANLEY WATKINS, TREASURER
JAMES ZEH, COMMISSIONER PAUL
ESTEFAN, COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE BOARD OF COMMISSIONERS

REGULAR MEETING
MARCH 21, 2013
WOOSTER MANOR

COMMISSIONERS PRESENT:

Dom Chieffalo
Raymond Yamin
Stan Watkins
Paul Estefan
Kim Nolan

STAFF PRESENT:
M. Carolyn Sistrunk
Michael Dapolite
Jackie Elam
Kathy Quallen

ATTENDEES:
Rose Morrison
Ruth Hoggard

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 5:36 pm. at HACD Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion by Commissioner Watkins and a second by Commissioner Watkins, the meeting was called to order and convened to Executive Session to conduct a Grievance Hearing.
At 5:58 pm, the Board of Commissioners adjourned the Executive Session and reconvened the Regular Meeting of the Board of Commissioners. The grievant will be notified of the Board of Commissioners decision.

PUBLIC COMMENTS: Wooster Manor Resident (Ms.. Ona Cummings) New maintenance man entered apartment and frightened resident. Ms..Mercedes will review We were never formally introduced.

APPROVAL OF MINUTES: The minutes of the February 21, 2013 Regular Meeting respectively were unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Yamin.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council held its Election and the new Officers are Ruth Hoggard, President Rose Morrison Vice President Ann Valasquez, Secretary

AUTHORITY MANAGEMENT REPORT: the HACD's Executive Director reviewed the Recovery Agreement and Operational results for February January, 2013. HACD Asset managers reviewed HCV and Public Housing Results

FINANCIAL OPERATING STATEMENT: The financial statement for the December, 2012 and January 2013, operating period was unanimously accepted by the Board of Commissioners.

I. RESOLUTIONS
RESOLUTION 1054 authorizes the Executive Director to implement a Parking Policy for all of its State and federal properties. were unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Watkins. RESOLUTION 1055 authorizes the Executive Director to execute contract for Boiler Services, Repair and Replacement with Foley's Heating and Plumbing for a one year term with the option to extend for four (4) additional one year terms in an amount not-to exceed thirty five thousand dollars each contract year. The resolution was unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Watkins.

RESOLUTION 1056 authorizes the Executive Director to execute a contract option and extend the existing contract for three (3) month term for Capital Fund Consulting services with J. D'Amelia & Associates, LLC, effective March 26, 2013 and in an amount not the succeed ($25,000). The resolution was unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Watkins.
RESOLUTION 1057 authorizes the Executive Director to amend the Statement of Procurement Policy to be consistent with the State of Connecticut’s small purchase threshold, pending legal review. The resolution was unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Watkins.

RESOLUTION 1058 authorizes the Executive Director to execute a contract with Johnson Controls, Inc., in an amount not—to exceed $25,675.00 to undertake the HUD mandated energy Audit. In addition, the energy performance contract fee will be negotiated and approved by the Board of Commissioners. The resolution was unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Watkins.

II. CHAIRMAN’S REPORT

III. NEW BUSINESS

IV. ADJOURNMENT
MINUTES OF THE BOARD OF COMMISSIONERS

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MARCH 21, 2013
WOOSTER MANOR

COMMISSIONERS PRESENT:

Dom Chieffalo
Raymond Yamin
Stan Watkins
Paul Estefan
Kim Nolan

STAFF PRESENT:
M. Carolyn Sistrunk
Michael Dapolite
Jackie Elam
Kathy Quallen

ATTENDEES:
Rose Morrison
Ruth Hoggard

CALL TO ORDER: The Regular Meeting of the Board of Commissioners HOUSING CORP was called to order at 6:21 pm. at HACD Headquarters, Road, Danbury, Connecticut 06811. Upon motion by Commissioner Watkins by Commissioner Watkins, the meeting was called to order and convened Session to conduct a Grievance Hearing.
At 5:58 pm, the Board of Commissioners adjourned the Executive Session and reconvened the Regular Meeting of the Board of Commissioners. The grievant will be notified of the Board of Commissioners decision.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the February 21, 2013 Regular Meeting respectively were unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Yamin.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard reported that the Resident Council held its Election and the new Officers are
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Rose Morrison Vice President
Arm Valasquez, Secretary

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CHAIRMAN'S REPORT

NEW BUSINESS — Acknowledgment of Michael Dapolite and Venecia Mercedes for completion of Wooster Manor and Putnam Towers community rooms.

ADJOURNMENT- The HACD BOC was adjourned at 6:20 pm upon motion by Commissioner Estefan and seconded by Commissioner Yamin