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 BOARD OF COMMISSIONERS
REGULAR MEETING

JUNE - 2013
HACD
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HACD CORP
THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHEIFFALO, CHAIRMAN
RAYMOND YAMIN, VICE CHAIRMAN
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JAMES ZEH, COMMISSIONER PAUL
ESTEFAN, COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE BOARD OF COMMISSIONERS

SPECIAL MEETING
JUNE 13, 2013 SPECIAL MEETING
TWO MILL RIDGE ROAD

COMMISSIONERS PRESENT:

Dom Cheiffalo
Raymond Yamin
Stan Watkins
Paul Estefan
Jim Zeh — Absent

STAFF PRESENT:
M. Carolyn Sistrunk
Michael Dapolite
Jackie Elam
Kathy Quallen
Kim Nolan — General 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 4:07 p.m. Two Mill Ridge Road, Danbury, Connecticut 06811. Upon motion by Commissioner Estefan and a second by Commissioner Watkins, the meeting was called to order.

PUBLIC COMMENTS:

NONE I. RESOLUTIONS

RESOLUTION 1065 authorizes the Executive Director to extend — in time only-the contract with the State of Connecticut's Department of Social Services for the Transitional Living Program at 98 Elm Street until June 30, 2014. The resolution was
unanimously approved upon motion by Commissioner Estefan and seconded by Commissioner Watkins.

CHAIRMAN’S REPORT - NONE

I. ADJOURNMENT- The HACD BOC was adjourned at 5:46 pm upon motion by Commissioner Estefan and seconded by Commissioner Yamin.
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PAUL ESTEFAN, COMMISSIONER

CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE BOARD OF COMMISSIONERS

REGULAR MEETING
JUNE 20, 2013
WOOSTER MANOR

COMMISSIONERS PRESENT:

Dom Chieffalo
Stan Watkins
Paul Estefan
Jim Zeh

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

ATTENDEES:
Rose Morrison
Ruth Hoggard
Linda Park
Bernice Dunlap.
Jean Knapp.
Rose Morrison.
John Ward.
Lynn Taborsak
Susan Fucciletti.

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PUBLIC COMMENTS: Ms Lynn Taborsak introduced Ives Manor applicant and inquired into status. The query will be referred to Ives Manor's Property Manager

APPROVAL OF MINUTES: The Minutes of the May 16, 2013 Special Meeting BOC meeting were unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

APPROVAL OF MINUTES: The Minutes of the Regular June 20, 2013 were unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Estefan.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms Hoggard reported that Council activity continues with a focus upon increasing membership.

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

FINANCIAL OPERATING STATEMENT: The financial statement for the April 2013 was reviewed by CFO.

PHAS INDICTORS REPORT: April, 2013 PHAS Indictors report was reviewed by CFO.

CHECK REGISTER: April, 2013 Check Register for all expenditures over $25,000 was reviewed by CFO.

RESOLUTIONS

A. RESOLUTION 1062 authorizes the Executive Director to amend the Admissions and Policy as follows:

Social Security Number Requirement:
Section H Verification of Final Eligibility Determination, (page 13) shall be conformed to the HACD's 2010 Amendment via Resolution 871, Section TI.B.3. (page 4) shall be amended as follows: "All applicant and tenant family members are required to disclose and provide verification of the complete and accurate social security number (SSN) assigned to them; excluding tenants age 62 and older as of January 31, 2010, whose initial determination of eligibility was begun prior to January 31, 2010, and those individuals who do not contend eligible immigration status."

Upon motion by Commissioner Estefan and seconded by Commissioner Watkins, the resolution was unanimously adopted.
B. RESOLUTION 1063 authorizes the Executive Director to implement an amendment to its Admissions and Occupancy policy and provisions governing its Occupancy Standards and provisions governing family composition. Upon motion by Commissioner Estefan and seconded by Commissioner Zeh, the resolution was unanimously adopted.

C. RESOLUTION 1064 authorizes the Executive Director to provide a cost of living adjustment of 3% for those staff members identified above upon the approval of the Chief Financial Officer's review of the agency financial reports for the period ending June 30, 2013 to assure that cost projections are supported by the agency budget. Such adjustments will be effective on the Monday following such authorization by the Chief Financial Officer. Upon motion by Commissioner Estefan and seconded by Commissioner Watkins, the resolution was unanimously adopted.

D. RESOLUTION 1066 authorizes the Executive Director to execute a contract with Quisenberry Arcari Architects LLC in a base amount not to exceed $26,380.00 to perform design services and prepare bid documents for the Wooster Manor window replacement project. Upon motion by Commissioner Watkins and seconded by Commissioner Zeh, the resolution was unanimously adopted.

E. RESOLUTION 1067 authorizes the Executive Director to accept the insurance agreement presented by Housing Authority Risk Retention Group and further authorizes the payment of the premium in the amount of $61,848.00 for commercial property and liability insurance. Upon motion by Commissioner Watkins and seconded by Commissioner Estefan, the resolution was unanimously adopted.

F. RESOLUTION 1068 authorizes the Executive Director to submit certification that the Board of Commissioners for the Housing Authority of the City of Danbury is in receipt of and has reviewed the individual client surveys and a summary of the results of the Client Satisfaction Surveys and hereby accepts the report as presented. Upon motion by Commissioner Zeh and seconded by Commissioner Watkins, the resolution was unanimously adopted.

G. RESOLUTION 1069 authorizes the Executive Director to enter into the Memorandum of Agreement between the Department of Mental Health and Addiction services effective July 1, 2013 through June 30, 2014. Upon motion by Commissioner Estefan and seconded by Commissioner Zeh, the resolution was unanimously adopted.

H. RESOLUTION 1070 authorizes the Executive Director to execute a contract option and extend the existing contract for a two (2) month term for Capital Fund Consulting services with J. D'Amelia & Associates LLC effective June 20, 2013 and in an amount not the succeed twenty thousand dollars ($20,000). Upon motion by Commissioner Watkins and seconded by Commissioner Zeh, the resolution was unanimously adopted.

I. RESOLUTION 1071 authorizes the Executive Director to execute a contract option and extend the existing contract for one year or until April 30, 2014 in amount not to exceed seventy five thousand dollars ($75,000). Upon motion by Commissioner Zeh and seconded by Commissioner Watkins, the resolution was unanimously adopted.

J. RESOLUTION 1072 authorizes the Executive Director to spend up to $25,000 towards the purchase of a vehicle for the State Moderate Rental Program. Upon
motion by Commissioner Estefan and seconded by Commissioner Zeh, the resolution was unanimously adopted.

K. RESOLUTION 1073 authorizes the Executive Director to execute the Letter of Agreement and participate in the Connecticut Light and Power Comprehensive Incentive Measures program at Eden Drive. Upon motion by Commissioner Estefan and seconded by Commissioner Zeh, the resolution was unanimously adopted.

L. RESOLUTION 1074 authorizes the Executive Director to execute the Letter of Agreement and participate in the Connecticut Light and Power Comprehensive Incentive Measures program at Wooster Manor. Upon motion by Commissioner Watkins and seconded by Commissioner Estefan, the resolution was unanimously adopted.

M. RESOLUTION 1075 authorizes the Executive Director Housing to remit payment in the amount of Five Thousand ($5,000.00) and renew the Rent Reasonableness system for the period of 05/01/2012 through 04/30/2013. Upon motion by Commissioner Estefan and seconded by Commissioner Zeh, the resolution was unanimously adopted.

N. RESOLUTION 1076 authorizes the Executive Director to approve and implement the proposed amendments to the language of its Admissions & Continued Occupancy Policy as follows:

1. EARNED INCOME DISREGARD AMEND SECTION VII. SUBSECTION A. 9, PARAGRAPH 5-4 to clarify that the Earned Income Disregard applies only to the HACD's Federal Low Income Rental Program as follows:

   "HACD will exclude from annual income 50% of any increase in annual income attributable to employment." and "HACD will limit the disallowance of increased income of an individual family member outlined in (i) and (ii) above to a lifetime 48-month period." This Provision applies to only to HACD's federal Low Rent Program."

2. UNIT OFFERS-APPLICANTS (PAGE 22) AND /OR TENANT FAMILIES REQUESTING TRANSFERS-(PAGE 45)

   SECTION IV SELECTION FROM THE WAITING LIST , SUBSECTION C UNIT OFFERS, PARAGRAPH 3 AND SECTION VIII, SUBSECTION C, PARAGRAPH 2 shall be amended to grant applicants and tenants requesting transfers five (5) business days to accept a unit offers. Currently, applicants and tenants requesting transfers are granted two (2) business days to accept a unit offer. Upon motion by Commissioner Zeh and seconded by Commissioner Watkins, the resolution was

O. RESOLUTION 1077 authorizes the Danbury authorizes the Executive Director to approve and implement the proposed amendment to the language of
its Admissions & Continued Occupancy Policy to provide an opportunity for adult tenants, 18 years of age and older, to submit documentation either declaring U.S. citizenship or eligible immigration status during reexamination. Upon motion by Commissioner Estefan and seconded by Commissioner Watkins, the resolution was unanimously adopted.

XI. CHAIRMAN'S REPORT

XII. NEW BUSINESS

XIII. ADJOURNMENT Upon motion by Commissioner Zeh and seconded by Commissioner Watkins, the meeting was adjourned.