

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**

**AUGUST - 2013**

**HACD**

**DHA CORP**

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**MINUTES OF THE BOARD OF COMMISSIONERS  
REGULAR MEETING  
AUGUST 22, 2013  
TWO MILL RIDGE ROAD**

**COMMISSIONERS PRESENT:**

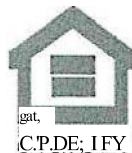
Domenico Chieffalo  
Raymond Yamin  
Stan Watkins  
Paul Estefan  
Jim Zeh ( Excused —  
Hospitalized)

**GENERAL COUNSEL PRESENT** Kim Nolan  
General Counsel

**STAFF PRESENT:**

Mary C. Sistrunk  
Michael Dapolite  
Jackie Elam  
Kathy Quallen

**ATTENDEES: NONE**



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AUGUST 22, 2013  
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**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 Two Mill Ridge Road, Danbury, Connecticut 06810. Upon motion by Commissioner Watkins and a second by Commissioner Yamin.

**PUBLIC COMMENTS:** NONE

**APPROVAL OF MINUTES:** The Minutes of the August 22, 2013 Regular BOC meeting were unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

**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 major projects for July, 2013. HACD Asset Managers reviewed HCV and Public Housing Operational Results

**FINANCIAL OPERATING STATEMENT:** The CFO reviewed the status of 2012 Year End Audit including dismissal of Emerge Accounting and hiring of BDO to complete field work. Auditor s are 85% with compliance testing.

**PHAS INDICATORS REPORT:** May, 2013 PHAS Indicators report was be resumed in September, 2013. Agency focus is 2012 Year-end close.

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

**RESOLUTIONS**

- A. RESOLUTION 1083** authorizes the Executive Director to submit the Department of Social Services Transitional Living Program Six Month Demographics Report covering the reporting year of January 2013 through June 2013. The Resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.
- B. RESOLUTION 1084** authorizes the Executive Director to provide a cost of living adjustment of 3% for non-bargained for staff members, retroactive, for the period January 1, 2013 through June 30, 2013. The Resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.
- C. RESOLUTION 1085** authorizes the Executive Director to sell, donate or dispose of the vehicles represented on the attached documentation in accordance with the HACD Disposition Policy. The Resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

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- D. RESOLUTION 1086** authorizes the Executive Director to spend up to \$25,000 towards the purchase of a vehicle for the Amp 4 Eden Drive and Scattered Sites Program. The Resolution was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Yamin.
- E. RESOLUTION 1087** authorizes the Executive Director to, hereby, ratify this emergency noncompetitive procurement, and authorizes the Executive Director to enter into an agreement with BDO PHA Finance for a total amount not to exceed thirty five thousand (\$35,000.00) commencing August 23, 2013. The Resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Watkins.
- F. RESOLUTION 1088** authorizes the Executive Director to, hereby accept the preconstruction award in the amount of five hundred thousand dollars (\$500,000) from the State of Connecticut for preconstruction planning for its State funded portfolio. The Resolution was unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Watkins.

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**IX CHAIRMAN'S REPORT- NONE**

**X. NEW BUSINESS- NONE**

**XI. ADJOURNMENT** - Upon motion by Commissioner Yamin and a second by Commissioner Watkins, the Regular Meeting of the Housing Authority of the City of Danbury was adjourned.