



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, VICE CHAIRMAN
ROSE MORRISON, COMMISSIONER
KEVIN BARRY, COMMISSIONER

JEFF M. RIECK, EXECUTIVE DIRECTOR

MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

JANUARY 28, 2021

COMMISSIONERS PRESENT:

Domenico Chieffalo
Raymond Yamin
Rose Morrison
Kevin Barry

STAFF PRESENT:

Jeff M. Rieck
Jeff Pagelson
Jackie Elam
Jennifer Delaney
Devin Marra
Kathia Alba
Josh Smith

BY ZOOM VIDEO CONFERENCE:

Michael Dapolite
Jessie Castro
Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD was held on Thursday, January 28, 2021 at 5:37pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion verbally by Chairman Chieffalo and seconded Verbally by Commissioner Barry the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-DECEMBER 30TH REGULAR MEETING: The minutes of Dec. 2020 Regular Meeting was unanimously approved upon motion verbally by Commissioner Morrison and seconded verbally by Commissioner Barry were approved.

RESIDENT COUNCIL REPORT: NONE

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM: Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers & HCV Housing reviewed by Jennifer Delaney Sec 8 Manager & Jackie Elam Chief Operating Officer.

NOVEMBER FINANCIAL REPORTS: Financial Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

X **RESOLUTION 1654** Board of Commissioners of the Housing Authority of the City of Danbury hereby authorizes the Executive Director to amend the Drug and Alcohol-Free Workplace Policy, which shall supersede all previous versions and implement all changes effective immediately. Upon motion verbally by Commissioner Morrison and second verbally by Commissioner Barry the resolution was unanimously adopted.

RESOLUTION 1655 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to approve and implement the proposed amendments to the language of its Rent Collection Policy effective immediately. Upon motion verbally by Commissioner Morrison and second verbally by Commissioner Barry the resolution was unanimously adopted.

RESOLUTION 1656 Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise first (1st) year option to extend the contract for Audit Services with CliftonLarsonAllen LLP in the amount not to exceed (NTE) twenty-three thousand three hundred eighty dollars (\$23,380.00) for one (1) year term, with the option to extend for two (2) additional one (1) year terms. Upon motion verbally by Commissioner Morrison and second verbally by Commissioner Barry the resolution was unanimously adopted.

RESOLUTION 1657 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to approve and implement the proposed amendments to the Maintenance Plan to be effective February 1, 2021. Upon motion verbally by Commissioner Barry and second verbally by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1658 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to accept applications for its Mainstream Housing Choice Voucher Program waiting list via online and paper mail-in application only, effective Monday, February 8, 2021 at 9 AM through Thursday, February 11, 2021 at 5 PM. **BE IT FURTHER RESOLVED**, that 100 applicants shall be chosen using an electronic random lottery method, provided by the Housing Authority's existing software vendor Management Computer Services, on Monday, March 1, 2021. Upon motion verbally by Commissioner Barry and second verbally by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1659 Board of Commissioners of the HACD hereby authorizes the Executive Director or the Chief Financial Officer, as designee to submit the unaudited quarterly financial statements for the quarter ended December 31, 2020 to CHFA. Upon motion verbally by Commissioner Barry and second verbally by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1660 Board of commissioners of the Housing Authority of the City of Danbury hereby authorizes the Executive Director to enter into an agreement with Security Benefits to become the Authority's 403(b) Retirement Plan administrator. Upon motion verbally by Commissioner Morrison and second verbally by Commissioner Barry the resolution was unanimously adopted.

CHAIRMAN'S REPORT: None

NEW BUSINESS: Jeff Rieck E.D. spoke on the continue discussion on the Head Start Program annual fee And the terms. Whether it be a one year renewable up to four years for use of the Laurel Garden community room. Jeff E.D. recommended 1 year and or up to eighteen months. Chairman Chieffalo recommended to do two year and send notice after one year to be cancel at end of that year because of redevelopment. Jeff E.D. announced that Jackie Elam will be leaving us at the end of April 2021 and thanked Jackie Elam for doing such a great job twenty-seven (27) years of service here at the agency. Chairman Chieffalo said very sorry to see you go and hasn't accepted her resignation.

ADJOURNMENT: The HACD Meeting was adjourned by 6:10pm upon motion verbally by Commissioner Barry and verbally seconded by Commissioner Morrison.



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Josh Smith

BY ZOOM VIDEO CONFERENCE:

Michael Dapolite
Jessie Castro
Kim Nolan

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, January 28, 2021 at 5:30pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion verbally by Chairman Chieffalo and seconded Verbally by Commissioner Morrison the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-DECEMBER 30TH REGULAR MEETING: The minutes of Dec. 2020 Regular Meeting was unanimously approved upon motion verbally by Commissioner Barry and seconded verbally by Commissioner Morrison were approved.

RESIDENT COUNCIL REPORT: NONE

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM: Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers & HCV Housing reviewed by Jennifer Delaney Sec 8 Manager & Jackie Elam Chief Operating Officer.

NOVEMBER FINANCIAL REPORTS: Financial Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

RESOLUTION 254 DHA Corp Board of Commissioners authorizes the Executive Director to exercise first (1st) year option to extend the contract for Audit Services with CliftonLarsonAllen LLP in the amount not to exceed (10) ten thousand forty dollars (\$10,040.00) for one (1) year term, with the option to extend for two (2) additional one (1) year terms. Upon motion verbally by Commissioner Barry, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

CHAIRMAN REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The DHA CORP. Board Meeting was adjourned by 6:13 pm upon motion verbally by commissioner Morrison seconded verbally by Commissioner Barry the meeting was adjourned.



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CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD CORP was held on Thursday, January 28, 2021 at 5:30pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion verbally by Chairman Chieffalo and seconded Verbally by Commissioner Barry the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-DECEMBER 30TH REGULAR MEETING: The minutes of Dec. 2020 Regular Meeting was unanimously approved upon motion verbally by Commissioner Barry and seconded verbally by Commissioner Morrison were approved.

RESIDENT COUNCIL REPORT: NONE

AUTHORITY MANAGEMENT REPORTS PUBLIC HOUSING & HOUSING CHOICE VOUCHER PROGRAM: Public Housing reviewed by Michael Dapolite & Jessie Castro-Asset Managers & HCV Housing reviewed by Jennifer Delaney Sec 8 Manager & Jackie Elam Chief Operating Officer.

NOVEMBER FINANCIAL REPORTS: Financial Reports reviewed by Jeffrey Pagelson Chief Financial Officer.

RESOLUTION 344 Board of Commissioners of the HACD Corp. hereby authorizes the Executive Director to amend the Drug and Alcohol-Free Workplace Policy, which shall supersede all previous versions, and implement all changes effective immediately. Upon motion by Commissioner Barry, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 345 Board of Commissioners for the HACD Corp. authorizes the Executive Director to approve and implement the proposed amendments to the language of its Rent Collection Policy effective immediately. Upon motion by Commissioner Barry, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 346 HACD Corp Board of Commissioners authorizes the Executive Director to exercise first (1st) year option to extend the contract for Audit Services with CliftonLarsonAllen LLP in the amount not to exceed (NTE) seven thousand six hundred fifty-five dollars (\$7,655.00) for one (1) year term, with the option to extend for two (2) additional one (1) year terms. Upon motion by Commissioner Barry, and second verbally by Commissioner Morrison the resolution was unanimously adopted.

CHAIRMAN REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The HACD Corp Meeting was adjourned by 6:17pm upon motion by Commissioner Barry and verbally seconded by Commissioner Morrison.