



THE HOUSING AUTHORITY OF THE CITY OF DANBURY

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

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

MARCH 19, 2015

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was held on Thursday, March 19, 2015 at 5:30pm, at Wooster Manor 36 W. Wooster Street, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin, the HACD meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-MARCH 2015 REGULAR MEETING: The minutes of March, 2015 Regular Meeting were unanimously approved, upon motion by Commissioner Estefan and second verbally by Commissioner Yamin.

RESIDENT COUNCIL REPORT: NONE

AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & HOUSING CHOICE VOUCHER: Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam-Chief Operating Officer.

JANUARY, 2015 FINANCIALS, PHAS INDICATORS & CHECK REGISTER: Financials reviewed by Kathleen Quallen

RESOLUTION 1232 Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the first year option to extend the contract for accounting services awarded to BDO USA, LLP for a one (1) year term, from April 1, 2015 to March 31, 2016 with the option to renew for three (3) one (1) year options in the amount of one hundred and eight thousand and seven hundred and sixty dollars (\$108,760.00). Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1233 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to enter into a contract with Reac Ready LLC not to exceed \$24,600 (Twenty four thousand six hundred dollars). Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1234 the Board of Commissioners for the HACD authorizes the Executive Director to conduct the ERR reviews on all Shelter Plus units on or before July 31, 2015. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1235 the Board of Commissioners of the Housing Authority of the City of Danbury authorizes the Executive Director to establish Director of Procurement, Devin Marra, signature authority for approving procurement expenditures up to a maximum amount of \$10,000.00, per expenditure, in accordance with its Procurement Policy. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1236 the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to establish Maintenance Coordinator, Jessie Castro, signature authority for approving procurement expenditures up to a maximum amount of \$1,500.00, per expenditure, in accordance with its Procurement Policy. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1237 the Board of Commissioners of the HACD authorizes the Executive Director to increase the amount of its vacancy reduction contract by nine thousand dollars (\$9,000.00) through May 14, 2015. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1238 the Board of Commissioners for The Housing Authority of the City of Danbury authorizes the Executive Director to implement the proposed salary increases at 3% over (4) years with retroactive increases effective January 1, 2015, reduced benefits costs, and improved conditions of work for the HACD and the members of the Collective Bargaining Unit. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 1239 the Board of Commissioners for the Housing Authority of City of Danbury authorizes the Executive Director to execute a contract with BRD Builders LLC in an amount not to exceed \$ \$491,680.00 to undertake the VCA / ADA unit conversions at Putnam Towers and Wooster Manor. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

CHAIRMAN REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The HACD Meeting was adjourned by 5:56 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.



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MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

MARCH 19, 2015

CALL TO ORDER The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, March 19, 2015 at 5:59pm, at Wooster Manor 36 W. Wooster Street , Danbury, CT Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin, the HACD CORP Meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-MARCH 2015 REGULAR MEETING: The minutes of March, 2015 Regular Meeting were unanimously approved, upon motion by Commissioner Estefan and second verbally by Commissioner Yamin.

RESIDENT COUNCIL REPORT: NONE

AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & HOUSING CHOICE VOUCHER: : Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam-Chief Operating Officer.

JANUARY, 2015 FINANCIALS: Financials reviewed by Kathleen Quallen Chief Financial Officer.

RESOLUTION 193 Board of Commissioners for DHA Housing Corp. authorizes the Executive Director to obtain new signature cards for Union Savings Bank banking accounts under the ownership and control of the DHA Housing Corp., assigning personnel with the consent and advice of the Board. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

CHAIRMAN REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The DHA Meeting was adjourned by 6:00 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.



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MINUTES

BOARD OF COMMISSIONERS

REGULAR MEETING

MARCH 19, 2015

CALL TO ORDER The Regular Meeting of the Board of Commissioners for the HACD CORP was held on Thursday, March 19, 2015 at 6:01pm, at Wooster Manor 36 W. Wooster Street, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin, the HACD CORP Meeting was called to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-MARCH 2015 REGULAR MEETING: The minutes of March, 2015 Regular Meeting were unanimously approved, upon motion by Commissioner Estefan and second verbally by Commissioner Yamin.

RESIDENT COUNCIL REPORT: NONE

AUTHORITY MANAGEMENT REPORT PUBLIC HOUSING & HOUSING CHOICE VOUCHER: Public Housing Report reviewed by Michael Dapolite-Asset Manager, HCV Housing Report reviewed by Jackie Elam-Chief Operating Officer.

JANUARY, 2015 FINANCIALS: Financials reviewed by Kathleen Quallen Chief Financial Officer.

RESOLUTION 224 the Board of Commissioners of the HACD CORP hereby authorizes the Executive Director to exercise the first year option to extend the contract for accounting services awarded to BDO USA, LLP for a one (1) year term, from April 1, 2015 to March 31, 2016 with the option to renew for three (3) one year options in the amount of one hundred and eight thousand and seven hundred and sixty dollars (\$108,760.00). Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 225 the Board of Commissioners for the HACD Corp. the Executive Director to establish Director of Procurement, Devin Marra, signature authority for approving procurement expenditures up to a maximum amount of \$10,000.00, per expenditure, in accordance with its Procurement Policy. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 226 the Board of Commissioners for the HACD Corp. the Executive Director to establish Maintenance Coordinator, Jessie Castro, signature authority for approving procurement expenditures up to a maximum amount of \$1,500.00, per expenditure, in accordance with its Procurement Policy. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

RESOLUTION 227 that the Board of Commissioners for the HACD Corp. authorizes the Executive Director to implement the proposed salary increases at 3% over (4) years with retroactive increases effective January 1, 2015, reduced benefits costs, and improved conditions of work for the HACD and the members of the Collecting Bargaining Unit. Upon motion by Commissioner Estefan and second verbally by Commissioner Yamin the resolution was unanimously adopted.

CHAIRMAN REPORT: None

NEW BUSINESS: None

ADJOURNMENT: The HACD CORP Meeting was adjourned by 6:09 pm upon motion by Commissioner Estefan, seconded verbally by Commissioner Yamin.