



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

MARCH 18, 2021

COMMISSIONERS PRESENT:

Raymond Yamin
Kevin Barry
Rose Morrison

STAFF PRESENT:

Jeff M. Rieck
Jeff Pagelson
Jackie Elam
Jennifer Delaney
Devin Marra
Jessie Castro
Josh Smith

BY ZOOM VIDEO CONFERENCE:

Chairman Dom Chieffalo
Michael Dapolite
Santa Rodriguez
Kim Nolan
Mandy Merchant-Principal of Clifton Larson Allen, LLC

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD was held on Thursday, March 18, 2021 at 5:36pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion by Vice Chairman Yamin second by Commissioner Barry and seconded verbally by Commissioner Morrison the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-FEBRUARY 18TH REGULAR MEETING: The minutes of Feb. 2021 Regular Meeting was unanimously approved upon motion by Vice Chairman Yamin and Commissioner Barry and seconded verbally by Commissioner Morrison the minutes 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 HCV Manager & Jackie Elam Chief Operating Officer.

2019 AUDIT RESULTS PRESENTATION: Presented by Mandy Merchant Principal of CLA, LLC

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

RESOLUTION 1667 the Board of Commissioners of the Housing Authority of the City of Danbury authorizes the Executive Director to properly dispose of a white 2008 Chevy Uplander, with the Vehicle Identification Number 1GNDV13W08D131059, in accordance with the Agency's Disposition Policy. Upon motion by Vice Chairman Yamin and second by Commissioner Barry verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1668 Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Security Services with Silent Watchman Security Services in the amount not to exceed sixteen thousand four hundred sixty-eight dollars (\$16,468.00) per year. Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1669 Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Fee Accountant Services with BDO USA, LLP in the amount not to exceed sixty-four thousand one hundred sixty dollars (\$64,160.00) per year. Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1670 Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to accept the revisions of Administrative Assistant (Operation) job description, as updated effective 03/18/2021. Jackie Elam Chief Operation Officer commented the position will be for a temporary staff. Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 1671 Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to accept the revisions of the Property Coordinator job description, as updated effective 03/18/2021. Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

CHAIRMAN'S REPORT: None

NEW BUSINESS: Executive Director Jeff Rieck discusses exploring the feasibility of moving to a unified workweek whereby all employees are on the same schedule. Maintenance will have different hours than administrative staff, and those who are part-time will remain as such. A survey was sent out beginning of March which help gauge the interest and allow us to analyze the business operations and looking to start the unified schedule mid-April 2021. Chairman Chieffalo ask if the ED has authority to do this without a resolution presented to the board. Per ED Jeff Rieck he does but if the chairman wants a resolution than he will present one next month to the board.

EXECUTIVE SESSION: 6:18pm on hold will come back to the Executive Session, upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison all a yes. Upon motion to open the Executive Session motion by Vice Chairman Ray Yamin seconded by Commissioner Barry all a yes to open Ex. Session. Motion for Executive Director, Jeff Rieck will draft a policy for snow events and/or inclement weather and bring back to the Board for approval. Ex. Session ended by 6:35pm upon motion by Vice Chairman Ray Yamin seconded by Commissioner Barry all a yes.

ADJOURNMENT: The HACD Meeting was adjourned by 6:40pm upon motion by Vice Chairman Yamin seconded by Chairman Chieffalo the meeting was adjourned.



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CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was held on Thursday, March 18, 2021 at 5:36pm, at 2 Mill Ridge Rd. Danbury, CT. Please contact Jeff M. Rieck at (203) 744-2500 with any questions and / or comments. Upon motion by Vice Chairman Yamin second by Commissioner Barry and seconded verbally by Commissioner Morrison the meeting was call to order.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-FEBRUARY 18TH REGULAR MEETING: The minutes of Feb. 2021 Regular Meeting was unanimously approved upon motion by Vice Chairman Yamin and Commissioner Barry and seconded verbally by Commissioner Morrison the minutes 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 HCV Manager & Jackie Elam Chief Operating Officer.

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

RESOLUTION 256 DHA CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Security Services with Silent Watchman Security Services in the amount not to exceed two thousand eight hundred dollars (\$2,800.00). Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted

RESOLUTION 257 DHA CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Fee Accountant Services with BDO USA, LLP in the amount not to exceed five thousand dollars (\$5,000.00) per year. Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

EXECUTIVE SESSION: 6:20pm on hold will come back to the Executive Session, upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison all a yes. 6:41pm upon motion to open the Executive Session motion by Vice Chairman Ray Yamin seconded by Commissioner Morrison all a yes to open Ex. Session. Motion for Executive Director, Jeff Rieck to proceed with exploratory disposition of an asset as discussed in the Executive Session and for the General Counsel to investigate questions raised. Ex. Session ended by 7:24pm upon motion by Vice Chairman Ray Yamin seconded by Commissioner Barry all a yes.

ADJOURNMENT: The DHA Corp Meeting was adjourned by 7:25pm upon motion by Vice Chairman Yamin seconded by Chairman Chieffalo the meeting was adjourned.



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PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES-FEBRUARY 18TH REGULAR MEETING: The minutes of Feb. 2021 Regular Meeting was unanimously approved upon motion by Vice Chairman Yamin and Commissioner Barry and seconded verbally by Commissioner Morrison the minutes 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 HCV Manager & Jackie Elam Chief Operating Officer.

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

RESOLUTION 349 HACD CORP authorizes the Executive Director to dispose of property located at 98/A Elm Street through public sale, using Coldwell Banker as a realtor. Upon motion by Commissioner Barry second by Vice Chairman Yamin and second and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

RESOLUTION 350 Board of Commissioners for the HACD Corp. authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Security Services with Silent Watchman Security Services in the amount not to exceed nine hundred sixty dollars (\$960.00). Upon motion by Commissioner Barry second by Vice Chairman Yamin and verbally seconded by Commissioner Morrison the resolution was Unanimously adopted.

RESOLUTION 351 HACD CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Fee Accountant Services with BDO USA, LLP in the amount not to exceed five thousand dollars (\$5,000.00) per year. Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ADJOURNMENT: The HACD Corp Meeting was adjourned by 6:25 pm upon motion by Vice Chairman Yamin seconded by Commissioner Barry the meeting was adjourned.

RESOLUTION 256 DHA CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Security Services with Silent Watchman Security Services in the amount not to exceed two thousand eight hundred dollars (\$2,800.00). Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted

RESOLUTION 257 DHA CORP's Board of Commissioners authorizes the Executive Director to exercise the second (2nd) year option to extend the contract for Fee Accountant Services with BDO USA, LLP in the amount not to exceed five thousand dollars (\$5,000.00) per year. Upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison the resolution was unanimously adopted.

CHAIRMAN'S REPORT: None

NEW BUSINESS: None

EXECUTIVE SESSION: 6:20pm on hold will come back to the Executive Session, upon motion by Vice Chairman Yamin and second by Commissioner Barry and verbally seconded by Commissioner Morrison all a yes. 6:41pm upon motion to open the Executive Session motion by Vice Chairman Ray Yamin seconded by Commissioner Morrison all a yes to open Ex. Session. Motion for Executive Director, Jeff Rieck to proceed with exploratory disposition of an asset as discussed in the Executive Session and for the General Counsel to investigate questions raised. Ex. Session ended by 7:20pm upon motion by Vice Chairman Ray Yamin seconded by Commissioner Barry all a yes.

ADJOURNMENT: The DHA Corp Meeting was adjourned by 7:25pm upon motion by Vice Chairman Yamin seconded by Chairman Chieffalo the meeting was adjourned.