



## 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

#### BOARD OF COMMISSIONERS

#### REGULAR MEETING

July 17, 2014

#### COMMISSIONERS PRESENT:

Raymond Yamin  
James Zeh  
Paul Estefan

#### STAFF PRESENT:

Mary C. Sistrunk  
Jackie Elam  
Kathy Quallen  
Michael Dapolite  
Benjamin Gold  
Jennifer Delaney

#### ATTENDEES:

Rose Morrison

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury will be held on July 17, 2014 at 5:30pm, at Laurel Garden, Danbury, CT. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Zeh, The meeting was call to order

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES-JULY, 2014 REGULAR MEETING:** The minutes of July, 2014 Regular Meeting were unanimously approved. Upon motion by Commissioner Zeh and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** None

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

**FINANCIAL, PHAS REPORT & CHECK REGISTER MAY 2014:** Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

**RESOLUTION 1172** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to update and submit the Affirmative Fair Housing Marketing Plan to the Department of Housing and Urban Development for review and approval. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 1173** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to adopt the proposed changes to its Grievance Policy after legal review by its general counsel. BE IT FURTHER RESOLVED that once reviewed only substantial changes or amendments to the Grievance Policy will be brought back before the Board of Commissioners prior to implementation. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted

**RESOLUTION 1174** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to adopt and implement a new Flat Rent structure according to the proposed schedule to become effective August 1, 2014. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted

**RESOLUTION 1175** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to accept applications for its Designated Housing Choice Voucher Program waiting list via online and paper mail-in application, effective Monday, August 18, 2014 through Friday, August 29, 2014 at 1:00 PM. BE IT FURTHER RESOLVED, that 200 applicants shall be chosen using an electronic random lottery method, provided by the Housing Authority's existing software vendor Management Computer Services, on Friday, October 31, 2014. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 1176** the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to move forward with formalizing a Memorandum of Understanding between the Housing Authority and Western CT Mental Health Association – Danbury Office to provide permanent housing options to five (5) individuals from the Shelter Plus Care Program through the Housing Choice Voucher program. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 1177** the Housing Authority of the City of Danbury's Board of Commissioners authorizes the Executive Director to submit the Annual Progress Report to the U.S. Department of Housing & Urban Development for Shelter Plus Care Grant CT0003L1E051205, for the reporting year May 1, 2013 through April 30, 2014. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted.

**RESOLUTION 1178** the approval be given to submit an application to HUD for participation in the Energy Performance Contract Incentive Program; and BE IT FURTHER RESOLVED, that upon written approval from HUD, the Board of Commissioners Authorizes the Executive Director to negotiate contract terms and execute a contract with a the Connecticut Housing Finance Authority; and negotiate contract terms and execute an Energy Services Agreement with Johnson Control, Inc. Upon motion by Commissioner Estefan and second by Commissioner Zeh the resolution was unanimously adopted

**CHAIRMAN'S REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The HACD BOC Meeting was adjourned by 6:19pm upon motion by Commissioner Estefan, seconded by Commissioner Zeh.



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Jackie Elam  
Kathy Quallen  
Michael Dapolite  
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Jennifer Delaney

**ATTENDEES:**

Rose Morrison

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the DHA Corp on July 17, 2014 at 6:20pm, Laurel Garden, Danbury, CT 06811. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Zeh, The meeting was call to order

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES JULY 17, 2014 REGULAR MEETING:** The minutes of JULY, 2014 Regular Meeting were unanimously approved. Upon motion by Commissioner Zeh and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** None

**AUTHORITY MANAGEMENT REPORTS:** Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Officer.

**FINANCIALS:** Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

**RESOLUTIONS:** None

**CHAIRMAN'S REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The DHA CORP BOC Meeting was adjourned by 6:28pm upon motion by Commissioner Estefan, seconded by Commissioner Zeh.



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Jennifer Delaney

**ATTENDEES:**

Rose Morrison

**CALL TO ORDER:** The Regular Meeting of the Board of Commissioners for the HACD Corp on July 17, 2014 at 6:29pm, Laurel Garden, Danbury, CT 06811. Please contact Carolyn Sistrunk at (203) 743-8822 with any questions and/or comments. Upon motion by Commissioner Estefan and second by Commissioner Zeh, The meeting was call to order

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES JULY 17, 2014 REGULAR MEETING:** The minutes of JULY, 2014 Regular Meeting were unanimously approved. Upon motion by Commissioner Zeh and second by Commissioner Estefan.

**RESIDENT COUNCIL REPORT:** None

**AUTHORITY MANAGEMENT REPORTS:** Public Housing reviewed by Michael Dapolite-Asset Manager, HCV Housing reviewed by Jackie Elam-Chief Operating Officer.

**FINANCIALS:** Financials, PHAS Indicator and Check Register Reports reviewed by Kathleen Quallen Chief Financial Officer

**RESOLUTIONS 202:** the Board of Commissioners for the HACD Corp. authorizes the Executive Director to adopt the proposed changes to its Grievance Policy after legal review by its general counsel. **BE IT FURTHER RESOLVED** that once reviewed only substantial changes or amendments to the Grievance Policy will be brought back before the Board of Commissioners prior to implementation. Upon motion by Commissioner Zeh and second by Zeh the resolution was unanimously adopted.

**CHAIRMAN'S REPORT:** None

**NEW BUSINESS:** None

**ADJOURNMENT:** The HACD CORP BOC Meeting was adjourned by 6:30pm upon motion by Commissioner Estefan, seconded by Commissioner Zeh.