



PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES:
 Thursday, February 25, 2021; 5:30 p.m.

Zoom Webinar Phone Access Dial 888-788-0099 Meeting ID 854-1039-8638

In accordance with Executive Order 20-46, the meeting was held entirely by video and telephone conference call. Members and anyone else speaking identified themselves when speaking.

CALL TO ORDER

Chairman Nicolas Retsinas called the meeting to order at 5:40 p.m.

ROLL CALL

Present:	Absent:
Nicolas Retsinas	John Iglizzi
Thomas Ryan	Mary Kay Harris
Vivian Medina	Lawrence D'Alfonso
Jessica Cigna	
Lonzie Doggett	
Rochelle Lee	
Siri Colom	
Marcela Betancur	

Eight members were present, constituting a quorum to conduct business.

Approval of Minutes:

Chairman Retsinas called for a motion to accept and approve the minutes of the January 28, 2021 meeting. A motion was made by Commissioner Lee and was seconded by Commissioner Medina. The minutes were approved by unanimous voice vote.

Resident Comments:

None

Budget & Finance Sub-Committee:

Commissioner Cigna updated the board on the following:

Financial Overview

- AMPS: @ January 31 bottom line reflects a YTD operating surplus of **\$2,126,303**
- COCC: showing an operating deficit of **\$76,837**
- Section 8 Admin: showing an operating surplus of approximately **\$ 751,048**
- Section 8 HAP: has booked **\$1,121,810** as underspent for FY 2021 YTD.

New Funding Sources Related to COVID 19

- \$75,000 Grant through Strategy and Development to fund food distribution during the crisis- **Expended**
- \$2.54 M CARES Act for Operating Funds- **\$ 115,000 remaining**
- \$513,800 CARES Act for Section 8 Administrative Fees - **Expended**
- \$542 CARES Act for Mainstream Administrative Fees- **Expended**
- \$34,000 CDBG for food distribution - **Expended**
- \$599,443 Round 2 CARES Act Section 8 Administrative Fees- **Expended**

- \$10,018 Round 2 CARES Act Mainstream Administrative Fees- [Expended](#)
- \$1,349,437 CARES Act award for HAP for Extraordinary Circumstances- [Expended](#)
- \$77,112 CARES Act award for Mod Rehab HAP- [\\$77,112 remaining](#)
- \$15,000 Food Program Grant from Amica Insurance – [Expended](#)
- \$40,000 Food Program Grant from RI Foundation - [\\$18,351 Remaining](#)

Contract Updates

- Delta Mechanical – Fire Protection System @ Hartford Tower – 335 Hartford Ave - \$1,653,900. CO for \$15279 for Total of \$1,707,579. Funding Source is the 2017 Bond Proceeds. **Payments processed: \$1,537,289.99 to date.**
- Delta Mechanical – Fire Protection System @ PV, DX, and CT - \$4,824,300. Funding Source is the 2017 Bond Proceeds. **Payments processed: \$2,502,760.50 to date.**
- Otis Elevator – Elevator Modernization @ Kilmartin Plaza. Funding Source is Bond. Contract total: \$485,000 plus Change Order \$120,025.25 = \$605,025.25. **Payments processed: \$296,534.25 total to date**
- Otis Elevator – Elevator Modernization @ Dexter Manor. Funding Source is Bond. Contract total: \$831,000. **Payments processed: \$138,564.00 total to date**
- Otis Elevators – Elevator Modernization@ HP. Funding Source is CFP 19. Contract total is \$661,098. **Payments processed: \$0 total to date**
- Ahlborg Construction- HP Exterior Renovations - Funding Source CFP 50118. Contract total is \$339,000. **Payments processed: \$334,135 total to date**
- Martone Construction – Scattered Sites Exterior Renovations – Funding Source CFP 50118. Contract total is \$364,570. **Payments processed: \$178,996.76 total to date**
- Martone Construction – Roof and gutter replacement at Chad Brown. Funding source CFP 19. Contract total is \$1,089,460 plus CO for \$477,518. The new contract total is \$1,566,978. **Payments processed: \$528,825.70 total to date**
- Focus Technology – Managed IT Services – Funding Source is OPS/COCC. Contract total is \$143,964 plus CO for \$143,964 TOTAL \$287,928.00 **Payments processed: \$131,967 total to date**
- Sole Source Construction – Scattered Sites Porch Rebuilt @ 3 Duplexes. Funding source is CFP 50118. Contract total is \$144,400. Change order for \$84,780. New Contract total is \$228,780. **Payments processed: \$100,800.00 total to date**
- NES Solutions Security- Additional Security for High Rises due to COVID. Contract total is for \$492,960 plus CO for \$44,460. New contract total is \$537,420. Funding source is Ops. **Payments processed: \$503,880 total to date**
- PuroClean – COVID related cleaning of high touch common areas in high rises. Funding Source is Ops. Contract total is for \$757,200 plus CO for \$82,800 for a new contract total of \$840,000. **Payments processed: \$840,000 total to date. This contact is now closed.**
- Commercial Roofing - Remove and Replace Roof Hartford Park Tower. Funding Source is CFP 50118. Contract total is \$523,000. Change order for \$75,412.75. New total \$598,412.75 **Payments processed: \$499,235.74 total to date**
- A & M Sheet Metal and Roofing – Replace roof at Sunset Village. Funding source is CFP 50119. Contract total is \$398,300 subtract \$2865.00 for damage. Total now \$395,435.00 **Payments processed: \$370,770 total to date**
- Energy One – HVAC for Elevator Modernization. Funding source is CFP. Contract total is for \$127,500. **Payments processed: \$0.00 total to date**
- NESCTC – Security Detail for DX, CT, and PV sprinkler projects. Funding source is Ops. Contract Total is for \$107,502. **Payments processed: \$20,991.77 total to date**

CONTRACT APPROVAL:

Otis Elevator – Kilmartin Plaza Elevator Modernization. Change order amount: \$129,190, proposed new contract total \$614,404.33:

Status: Commissioner Cigna made a motion and Commissioner Medina seconded the motion.

Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, Betancur (8)

Votes opposed: none

Executive Director Report:

Director Sanzaro updated the Board on the following items:

1. EMERGENCY OPERATION FOCUS WITH CURRENT LANDSCAPE:

- a) As we head into 2021, amidst of the ongoing and unpredictable pandemic, the PHA leaders wanted to establish a new Emergency Operations Plan for the upcoming year. The PHA recognized that things change & the pandemic consistently offers challenges and opportunities.
- b) The PHA did however, believe it necessary to address important services that are needed to continue to mend and fight against the long-term impacts of COVID-19.
- c) These are the areas The PHA strives to further develop:
 - Continued testing and vaccinations for all Public Housing and Section 8 clients.
 - Housing Preservation Program will build on rental agreements and assistance, financial literacy, domestic violence, digital divide
 - Workforce development: to build upon capacity and relationships with the residents with Jobs Plus to work with the community and an internal Section 3 plan/digital divide
 - Build upon the Critical Care Response Team: includes a comprehensive approach to trauma/issues like domestic violence, substance abuse, hoarding and more.
 - A Return to the Building Plan for all Property Management, Resident Services Department and Security in the high-rises.
 - COVID funding development, this is a time for opportunity to support some of the work. Last week four funding notices were released.
 - The PHA intends to focus on where we fell behind in 2020. Last week, PHA leaders convened to discuss and plan our approach and balance the emergency, where we fell behind and where we need to go under the guidance of the new Strategic Plan.

2. TESTING AND VACCINATIONS CAMPAIGN:

- a) Since January 29, the PHA's team along with DMAT, CVS and Walgreens was very successful.
- b) To date, the PHA has provided a total of 1,158 vaccinations.
- c) 744 first doses were administered in 7 events, 258 for second dose vaccinations in a series of clinics that are still ongoing.
 - Of the residents, 87% are people of color
 - 130 or 62% of employees have or signed up to receive the vaccine, 53% of color, 23.5% over 60 years of age and 76.5% under 60 years.
 - The PHA invited 148 residents over the age of 65 from surrounding family developments where 52 or 35% were vaccinated to add to the outreach.
- d) The PHA combined testing and vaccination efforts which is unique to the state of RI. Out of the 1,000 people tested, there were only 5 positive cases.
- e) The PHA established three operation models, door to door style, clinic style and a hybrid model.
- f) The PHA handles the administrative work of calling, pre-registration, portal data entry and tracking. The PHA and DMAT together swabbed and conducted health surveying, DMAT handles the medical oversight/observation. The pharmacies bring, draw the vaccine, and inoculate.
- g) The number one reason for refusals is that they are not interested or are afraid to. In Dominica Manor, specifically they received their first shot with their doctor or

the City. They may have been positive and have been instructed to wait 2 weeks -45 days before getting vaccinated.

- h) To prepare for the Emergency Operation Plan, the PHA wrote a letter to the Governor, LT Governor, and cc Dr. Alexander Scott.
 - i) As a result, the leaders of National Guard, LT Colonel Brandon Carroll, visited the PHA's vaccination event at Hartford Park Tower on Tuesday. As they plan with guidance from The Department of Health, they heard that the PHA operated well with less space and was conducting testing with great results.
 - j) The National Guard was very interested in how we coordinated appointments and the timing of the appointment, how we tested & vaccinations safely, the details of the medical care and inoculation requirements for their future vaccination sites.
 - k) The comments from National Guard and results of tour: The PHA breaks down barriers and works within the confines of the space, continues to promote safe environments, streamlines, and operates with high level operations. As National Grid prepares for incoming vaccines, the PHA offered to train them and their partners in a pilot at Chad Brown with the public that will test their operation, modeled after the PHA's.
3. **SECURITY GUARD NEGOTIATIONS:**
- a) The PHA is currently negotiating the Security Contract for a three-year term. Its expected that this will be ready for the March meeting where an Executive Session will take place for ratification.
4. **BLUE ANGEL FUNDS:**
- a) This month the PHA was granted a renewal Blue Angel grant from Blue Cross and Blue Shield of Rhode Island for \$60,000 to support housing Section 8 program recipients, specifically those in the hard to house programs such as VASH and Mainstream Vouchers. Blue Cross was so impressed with the PHA's work over the past year that they increased the grant from \$50,000 last year.
 - b) This grant will continue to support:
 - An Accessing Home AmeriCorps member who is providing housing search assistance and leasing up mainstream voucher
 - Offering landlord workshops and providing incentives to landlords.
 - Since November, we have allocated 23 incentives to landlords totaling \$12,500, 21 of those landlords are new to the program.
5. **FEMA:**
- a) The PHA is putting together a submission to FEMA to seek reimbursement for Puroclean and NESS expenses not covered by CARES Act funds. All eligible COVID testing and vaccination expenses incurred thus far. These expenses are eligible for 100% reimbursement if incurred after January 21, 2021, and before that date up to 75%
6. **CDBG/REGULAR CYCLES:**
- a) CDBG Public Service: The PHA will be applying to continued funding to the Thomas Anton Community Center for \$40-50K to maintain and enhance resident services activities.
 - b) Approximately \$20K to install new security cameras and new servers to support additional cameras in Hartford Park, Kilmartin Plaza, and Coddington Court.
 - c) Approximately \$90K to install new exterior entry doors at Carroll Tower and Dominica Manor
7. **CITY CDBG COVID RESPONSE FUNDING:**
- a) The PHA is considering applying for \$125-200K to continue COVID response to testing, vaccinations and other.
8. **STATE CDBG:**
- a) The PHA plans to apply for \$125-200K to support increased workforce development capacity due to the high number of residents who have lost jobs or are unable to find a job during the pandemic and enhance our Section 3 requirements Application to support supportive services for Mainstream Voucher participants including housing search assistance and other service needs.

RESOLUTION #4302: Authorizing the Executive Director to submit several CDBG grant applications to the City of Providence:

Status: Commissioner Lee made a motion and Commissioner Betancur seconded the motion.

Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, Betancur (8)

PRESENTATION: Jobs Plus Providence successes and lessons learned

Presented by Julie Piccolo, Director; and Nicole Morillo, Operations Manager, Resident Services Department.

PRESENTATION: FY2020 AUDIT REPORT REVIEW

Presented by Dan Bonnette, Partner; and Veronica Bulman, Senior Manager, RSM, US, LLP
Chairman Retsinas recognized Dan and Veronica for their work and relayed that the Finance Committee had agreed by informal consensus to accept the audit. There was no vote taken on this item.

Adjournment:

Commissioner Doggett made a motion that the meeting be adjourned at 6:42pm, seconded by Vice Chairman Ryan. The motion was approved by unanimous voice vote.

Minutes Submitted and Approved By:

Taisha Capo
Recording Secretary

Melissa Sanzaro
Executive Director