**PROVIDENCE HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES:**

**Thursday, March 25, 2021; 5:30 p.m.**

**Zoom Webinar Phone Access Dial 929-205-2099 Meeting ID 888-788-0099**

***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 5:36p.m.

**ROLL CALL**

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| --- | --- |
| **Present:** | **Absent:** |
| Nicolas Retsinas | John Igliozzi |
| Thomas Ryan | Marcela Betancur  |
| Vivian Medina |  |
| Jessica Cigna |  |
| Lonzie Doggett |  |
| Rochelle Lee |  |
| Siri Colom |  |
| Lawrence D’Alfonso |  |
| Mary Kay Harris |  |

Nine 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 February 25, 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

**Resident Services Sub-Committee**:

Commissioner Doggett reported on the following updates relating to Resident Services:

* The PHA created a partnership with Lifespan. An MOU is in development, creating an employment pipeline to the healthcare industry for PHA youth and adults. Lifespan has made positions available for youth and that there is the potential for access to over 150 positions. Lifespan recently revised job descriptions for positions, with several positions no longer requiring a high school diploma or GED. Many of the residents do not have these credentials; removing this obstacle opens significant access to an industry in which PHA had difficulty placing residents.
* The PHA is in discussions with CODAC and the Providence Center to bring behavioral health services onsite to PHA developments. The PHA is working with CODAC Behavioral Healthcare to bring its mobile outreach program to sites this spring. The PHA also forged a new partnership with the YMCA that will provide food delivery twice per week to needy families at Manton Heights. The program is anticipated to begin on April 15.
* Due to an increasing caseload, PHA has hired an additional VOCA worker who will join PHA on April 12. This new VOCA worker comes to PHA with extensive experience in the field and most recently worked at Sojourner House. Among the increase in caseload, the program has seen an uptick in human trafficking cases. Residents are disclosing being a victim within the context of other issues, such as domestic violence.

**Capital Improvements Sub-Committee:**

Commissioner D’Alfonso provided the following summary of Capital Improvements Projects:

* The sprinkler projects at Carroll Tower, Parenti Villa, and Dexter Manor is moving along smoothly. It is on course to be completed by September 1, 2021.
* Parenti Villa Security Camera Project is underway. Both elevators will be receiving a new camera. There will also be a camera installed on the Grove Street side of the building.
* Security upgrades at Chad Brown are currently being scheduled. This will include replacing and possibly adding additional security cameras as well as upgrading the infrastructure.
* The Carroll Tower Penthouse siding project has begun.
* Work on the lower roof at 335 Hartford Ave is expected to begin again by April 5, 2021 and to be completed by April 30, 2021.
* .
* The Dexter Manor elevator modernization project has begun and is moving smoothly. This project is approximately 25% complete and on schedule. An expected completion date for this is in Fall of 2021.
* The Manton Heights Bike Path project will be resuming soon. Construction bids were due today, March 25, 2021.
* Chad Brown roofing project is about 55-60% complete.

**Budget & Finance Sub-Committee:**

Commissioner Cigna updated the board on the following:

**Financial Overview**

* AMPS: @ February 28 bottom line reflects a YTD operating surplus of **$3,420,458**
* COCC: showing an operating surplus of **$7,913**
* Section 8 Admin: showing an operating surplus of approximately **$1,126,149**
* Section 8 HAP: has booked **$966,593** 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 = $605025.25. **Payments processed: $296,534.25 total to date**
* Otis Elevator – Elevator Modernization @ Dexter Manor. Funding Source is Bond. Contract total: $831,000. **Payments processed: $200,097.00 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 plus Change Order for $12,721= $351,721 **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: $675,052.43 total to date**
* Focus Technology – Managed IT Services – Funding Source is OPS/COCC. Contract total is $143,964 plus CO for $143,964 TOTAL $287928.00 **Payments processed: $143,964 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: $217,458 total to date**
* NES Solutions Security- Additional Security for High Rises due to COVID. Contract total is for $542,100 plus CO for $43,680 New contract total is $585,780. Funding source is Ops. Payments processed: **Payments processed: $548,340 total to date**
* 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. Contact total is $393,300 subtract $2,865.00 for damage. Total now $390,435.00 **Payments processed: $390,435 total to date. Contract is now closed**
* Energy One – HVAC for Elevator Modernization. Funding source is CFP. Contact 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 – MTG Disposal, LLC – Trash Collection Contractor, total cost for two years of $405,810, charged to Operations AMPS:**

**Status:** Commissioner Cigna made a motion and Commissioner Lee seconded the motion.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, D’alfonso, Harris (9)**

**Votes opposed: none**

**Executive Director Report:**

Director Sanzaro updated the Board on the following items:

1. **SPECIAL RAB MEETING:**
	1. On April 7th at 10:30am, US Senator Jack Reed will be meeting virtually with the members of PHA’s Resident Advisory Board. Office of Strategy and Development staff had initially reached out to the Senator’s office to see if someone would attend a meeting to discuss constituent services related to federal relief checks, and the office said the Senator himself would like to attend. While this meeting is for the RAB, any board members who would like to attend also should let Peter know and he can send you a link to join.
2. **401GIVES DAY:**
	1. Next Thursday, April 1st, PHA’s nonprofit affiliate the Providence Community Opportunity Corporation, will be participating in 401Gives Day. a statewide day of charitable giving organized by the United Way. 401Gives.org has a link for the PCOC/PHA’s page. Office of Strategy and Development staff is happy to work with you to set up your own fundraising page for the day if you are interested. Donations will support some of the programs and resident needs the PHA cannot always fund through regular funding such as food, and also community events once the PHA can resume such events safely.
3. **EMERGENCY OPERATION FOCUS WITH CURRENT LANDSCAPE:**

The PHA leaders wanted to establish the agency by department planning. The external environment is constantly changing, the PHA must plan emergency regular operations in the upcoming calendar year.

1. **Emergency Ops:** The PHA recognized that things change, the pandemic consistently offers challenges and opportunities. The PHA is and has been committed to address important services that are needed to continue to mend and fight against the long-term impacts of COVID-19. The main areas of focus are:
* testing and vaccinating and community messaging
* housing preservation program
* workforce development
* building a critical response team to address domestic violence, substance abuse
* digital divide efforts
1. **Regular Ops:** The PHA’s priority as it is impacting the residents and business. Main areas of focus are:
* Returning various staff to their original places of business
* Work Orders, Long standing vacant units
* Establishing the New Normal Customer Service components
* Staffing challenges have increased in CY2020
* Succession planning, professional development and internal professional development in our entry level positions in administrative and facility tracks
1. **REPORTS:**

OSD has developed the written report for the Strategic Plan’s FY1, Quarter 1 & 2 Report for board members for your review. The PHA’s new 2020 COVID Response report highlighting collective work is also being designed as well.

1. **TESTING AND VACCINATIONS CAMPAIGN:**

Testing:

* Worked with three partners over this time to normalize testing.
* Including today’s numbers, The PHA has tested 4,916 people.
* Worked with three partners over the course of the pandemic and developed three models for testing
* Apart from one outbreak in the beginning in a high-rise, which started testing efforts, the buildings’ infection rates stayed lower than any of the surrounding communities and hots spots subsequently.

Vaccines and Testing:

Total number of vaccination clinics in the PHA properties:

* 22 in total
* 20 were with either Walgreens, CVS with DMAT as medical oversight
* 2 Learning Clinic using Prep Mod system

During this time, 1/29/2021-3/27/2021, through vaccination operations:

The PHA was the only organization testing and vaccinating at the same time.

* Tested: 1,677
* Positive: 7 (0.4 % positivity rate - less than 1%)
* Number of first dose residents 816; employees 137; DMAT 11 TOTAL 964
* Number of second dose residents 702; employees 113; DMAT 8 TOTAL 823
* Total 1,787 shots in arms
* 87% of residents vaccinated were people of color
* Experience with vaccinations has been with Pfizer
1. **NEW VACCINATION EFFORTS & PARTNERSHIPS:**
	1. The PHA held 2 Special Learning Clinics with National Guard/DMAT/PEMA/Department of Health. The first clinic was held on Saturday, 3/20/2021 with extensive outreach efforts, there were 96 people registered and 22 that were put on wait list.
* 109 tested
* 107 vaccinated with first dose
* Number of Chad Brown residents 55 Chad Brown residents of 599 residents (16 plus) 9% aligns with testing stats for development.
* Outreach: calls, texts, emails, door knocking, 2 mass Robo calls were sent out.
* Number of PHA residents from other developments: 1 Hartford Park & 1 Dominica Manor for their second dose
* Walk ins: due to very low participation rate there were 50 walk-ins. Out of the 50 only 20 from high density zip codes: 8 -02908; 5-02909; 7-02907
	1. Participation in family site data gained, family developments behave differently than high-rise or elderly/disabled communities with lower and unpredictable participation rates (60% no show rate at first clinic, 80.5% participation rates at second clinic).
	2. Observations:
	+ The PHA works serve and advocate for Rhode Island’s most vulnerable, specialize with the challenges in the underserved population, The PHA work well in limited spaces and defy the norms when operationalizing many missions.
	+ The PHA has worked to specialize in trends and patterns withing the public housing community, developed three models and are adaptive, have a specialized COVID response team and hotline.
	1. Challenges:
* Vaccination require specialized resources that the PHA does not have. The PHA talents and capacity allow successes but we are limited in the medical component and it may cause risk management issues. The only way to combat this is to secure partners with medical capacity and include advance planning for emergency responses.
* Limited vaccine supply where the two streams.
* The lack of one repository for tracking public doses with vax partners
* The PHA was not allowed to vaccinate demographic beyond 65 years +, while other clinics were.

**PRESENTATION: PHA’s FY21 Annual Plan and Five-Year Capital Fund Program Submission to HUD – plans and public comment**

Presented by Peter Asen, Office of Strategy and Development, and Allan Pacific, Facilities Management. Peter and Allan presented on the Annual Plan and CFP plans respectively, as well as the public input received on each by the Resident Advisory Board.

**RESOLUTION #4303: Approve and authorize submission to HUD of the PHA’s Annual Plan for FY 2021:**

**Status:** Commissioner Medina made a motion and Commissioner Doggett seconded the motion.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, D’alfonso, Harris (9)**

**Votes opposed: none**

**RESOLUTION #4304: Approve and authorize submission to HUD of the PHA’s Five Year Capital Fund Plan submission for the years 2021-2025:**

**Status:** Commissioner D’Alfonso made a motion and Commissioner Medina seconded the motion.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, D’alfonso, Harris (9)**

**Votes opposed: none**

**RESOLUTION #4305: Approve and authorize submission of Designated Housing Plan:**

**Status:** Vice Chairman Ryan made a motion and Commissioner Lee seconded the motion.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, D’alfonso, Harris (9)**

**Votes opposed: none**

**EXECUTIVE SESSION:**

Chairman Retsinas asked for a motion to enter a private Executive Session to discuss labor negotiations for the Laborer’s Security Guard Contract. The motion was made by Commissioner Lee and seconded by Commissioner Medina.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, D’Alfonso, Harris (9)**

**Votes opposed: none**

Chairman Retsinas asked for a motion to return to open meeting from Executive Session. The motion was made by Commissioner Colom and seconded by Commissioner Lee.

**The following vote from Executive Session was reported:**

Vice Chairman Ryan motioned to accept the Security Guard contract for a term of three years and to authorize the Executive Director to sign the contract with any reasonable changes. This motion was seconded by Commissioner Doggett.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, D’Alfonso, Harris (9)**

**Votes opposed: none**

Vice Chairman Ryan motioned to seal the minutes of Executive Session. This motion was seconded by Commissioner Lee.

**Votes in favor: Chairman Retsinas, Vice Chairman Ryan, Commissioner Cigna, Doggett, Medina, Lee, Colom, D’Alfonso, Harris (9)**

**Votes opposed: none**

**Adjournment:**

Commissioner Lee made a motion that the meeting be adjourned at 7:05pm, seconded by Commissioner Doggett. The motion was approved by unanimous voice vote.

**Minutes Submitted and Approved By:**

Taisha Capo Melissa Sanzaro

Recording Secretary Executive Director