



**Housing Authority of the City of Bristol
164 Jerome Avenue – Bristol, CT 06010**

Chief Executive Officer
Mitzy Rowe

Board of Commissioners
Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
Greg Klimek
Ada O. Avilés

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Approved by the Board on April 20, 2021

**Minutes of the Regular Meeting of the
Housing Authority of the City of Bristol**

**March 16, 2021
Via Video/Telephone Conference**

Chair Bouffard called the meeting to order at 4:20 p.m.

1. Roll Call

Present

Rickey Bouffard, Chair
Brian S. Suchinski, Vice-Chair
Greg Klimek, Commissioner
Ada O. Avilés, Tenant Commissioner

Absent

Also present: Mitzy Rowe, Chief Executive Officer; Sal Vitrano, General Counsel; Melissa Green, Deputy Director/Director of HCV Program; Carl Johnson, Director of Capital Funds; Sharon Oquendo, Director of Public Housing; Yvonne Tirado, Director of Accounting and Special Projects; Laura LaMar, Property Manager; Amy D'zurka, Property Manager; Ariana Caldas, Property Manager; Ann DeNeutte, Property Manager; Michael Kavanaugh, Executive Assistant to the CEO; William Ryan, Labor Counsel; Michael P. Guyder, CPA, Partner, Marcum LLP (4:29 p.m.); Kyle Connors, CPA, Director, Marcum LLP (4:27 p.m.)

The Chair announced that the meeting was being held by video/telephone conference, that the public had been invited to join by telephone, and that the meeting was being recorded.

2. Public Participation

No members of the public participated.

3. Executive Session to Discuss Union Negotiations with Labor Counsel

At 4:21 p.m. Vice-Chair Suchinski moved that the Board enter into executive session, inviting in the CEO and the Labor Counsel William Ryan, to discuss union contract negotiations, and the motion was seconded by Commissioner Avilés.

There being no further discussion



UNANIMOUS VOTE, MOTION CARRIED

Chair Bouffard declared the meeting in open session at 5:02 p.m.

4. Any Action Resulting from Executive Session

Commissioner Klimek made a motion to approve the tentative contract agreement with the clerical and maintenance workers which will expire June 30, 2023, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Labor Counsel Ryan left the meeting.

5. Audit Review with Marcum LLP

Kyle Connors and Michael P. Guyder of Marcum LLP gave a presentation in review of the completed audit for fiscal year ending June 30, 2020. Mr. Connors stated first that it was a clean audit with limited adjustments and that BHA was receiving good finance support from its financial team. After the review, Mr. Connors answered Commissioners' questions. At completion, both Mr. Guyder and Mr. Connors left the meeting.

6. Review and Approval of the Minutes

Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of February 16, 2021, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

7. Staff Reports for March 2021

- a. Chief Executive Officer Report**
- b. Director of Capital Fund Report**
- c. Deputy Director/Director of Housing Choice Voucher Program Report**
- d. AMP 1 – Property Manager Report**
- e. AMP 2 – Director of Public Housing Program Report**
- f. AMP 3 – Property Manager Report**
- g. Congregate – Property Manager Report**
- h. Zbikowski Park M8 – Property Manager Report**
- i. Zbikowski Park LIHTC – Property Manager Report**

Commissioner Klimek made a motion to accept the staff reports, and the motion was seconded by Commissioner Avilés.

The CEO stated that she will discuss with BHA staff the possibility of staff returning to the offices for work on a limited basis starting in May and she will send a plan to the Board for review and comments.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Board Committee Reports

There were no committee reports.

9. Review and Take Action on List of Invoices

Commissioner Klimek made a motion to accept the List of Invoices for February 2021, and the motion was seconded by Commissioner Avilés.

There being no further discussion

VOTE: Y-3, Abstention-1 (Suchinski), MOTION CARRIED

10. Review and Take Action on Financial Reports

Commissioner Klimek made a motion to accept the financial reports for February 2021 as read until audited, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action on the User Password Policy

Commissioner Klimek made a motion to approve the new User Password Policy, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Changes to BHA Personnel Policy

Commissioner Klimek made a motion to approve the changes to the Personnel Policy with revised wording as presented by the Executive Assistant, and the motion was seconded by Commissioner Avilés.

The Executive Assistant read a revision of the second sentence in the Potential Office Closures section of the proposed changes to the Personnel Policy: “However, in case of sudden closure, you should take home with you after work each day your devices, chargers, mouse and any other tools you need to be productive at home.”

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Old/New Business

The General Counsel reiterated what he said to the Board of Directors of BNDC. He reviewed BDO Fee Accountant recommendations related to the loan by BNDC to BHA that was previously

approved by the Board. The General Counsel explained that he will be consulting with Attorney Michael Syme, who has expertise on HUD regulations, and will report back with a recommendation at the next regular Board meeting in April.

14. Executive Session to Discuss Updates from CVR re Cambridge Park

The General Counsel advised that executive session would not be necessary. He informed the Board that he and the CEO had a productive meeting with CVR, the company hired to evaluate financial alternatives for financing the redevelopment of Cambridge Park. CVR has put together a preliminary draft that he and the CEO are reviewing.

15. Any Action Resulting from Executive Session

Executive session was not held, and no action was taken.

16. Adjournment

At 5:25 p.m., the Chair announced the lack of a quorum (Vice-Chair Suchinski and Commissioner Avilés had left the meeting due to technical difficulties on their ends), and the meeting was adjourned.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:



Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: April 20, 2021