Chair Bouffard called the meeting to order at 4:21 p.m.

1. **Roll Call**

   **Present**
   - Rickey Bouffard, Chair
   - Brian S. Suchinski, Vice-Chair
   - Andrew D. Thyme, Commissioner
   - Greg Klimek, Commissioner
   - Ada O. Avilés, Tenant Commissioner

   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; Beatrice Nieves, Sr. Property Manager; Laura LaMar, Property Manager; Amy D’zurka, Property Manager; Ariana Caldas, Property Manager; Yvonne Tirado, Director of Accounting and Special Projects; Michael Kavanaugh, Executive Assistant to the CEO; Brittany Barney, City Liaison

   Attending from BDO PHA Finance: Brian Alten, Partner; Senior Consultant; Nicole Hannigan, Senior Consultant; Paul Vasilevskiy, BSO PHA Consultant

   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. **Review and Approval of the Minutes**

   Commissioner Klimek made a motion to approve the minutes of the Regular Meeting of March 17, 2020, and the motion was seconded by Commissioner Avilés.

   There being no further discussion
UNANIMOUS VOTE, MOTION CARRIED

3. Staff Reports for March 2020
   a. Chief Executive Officer Report
   b. Director of Capital Fund Report
   c. Deputy Director/Director of Housing Choice Voucher Program Report
   d. AMP 1 – Senior 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 – Sr. Property Manager Report
   i. Zbikowski Park LIHTC – Sr. Property Manager Report

The CEO gave an update on safety measures in place during the COVID-19 national emergency.

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

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

The CEO requested that item 8 on the agenda, Budget Workshop with Fee Accountant of BDO PHA Finance, be moved to item 4.

Commissioner Klimek made a motion to move agenda item 8 to item 4, and the motion was seconded by Vice-Chair Suchinski.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

4. Budget Workshop with Fee Accountant of BDO PHA Finance

Brian Alten, Partner of BDO PHA Finance, informed the Board of new grants available from HUD regarding COVID-19 expenses, gave an explanation of the grants, and answered questions.

Fee Accountant Nicole Hannigan of BDO USA, LLC presented an overview of the BHA agency-wide budget for fiscal year 2020-2021. Ms. Hannigan answered commissioners’ questions.

5. Board Committee Reports

There were no committee reports.

6. Review and Take Action on List of Invoices

Commissioner Klimek made a motion to accept the List of Invoices for March 2020, and the motion was seconded by Commissioner Avilés.
There being no further discussion

VOTE: Y-4, Abstention-1 (Suchinski), MOTION CARRIED

7. Review and Take Action on Financial Reports

Commissioner Klimek made a motion to accept the financial reports for March 2020 as read until audited, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

8. Review and Take Action on Resolution #1361 Authorizing the Approval of the BHA Operating Budget for the Federal Housing Rental Program for AMP1, AMP2, AMP3, Central Office, and Housing Choice Voucher Program

Commissioner Klimek made a motion to waive the reading, approve Resolution #1361, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1361

AUTHORIZING THE APPROVAL OF THE BHA OPERATING BUDGET FOR THE FEDERAL HOUSING RENTAL PROGRAM FOR AMP1, AMP2, AMP3, CENTRAL OFFICE, AND HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the U.S. Department of Housing and Urban Development requires that annually the Federal CT-023 Budgets be revised and that they shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that revisions of the Federal Program Budgets are necessary to meet the requirements of the Program, and

BE IT THEREFORE RESOLVED, that the Federal Budgets as presented and attached for Number CT-023 be approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plans shall become effective only after July 1, 2020 and implemented thereafter with a time schedule provided by law.

Roll Call

Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Thyme
Commissioner Klimek
Commissioner Avilés

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

9. Review and Take Action on Resolution #1362 Authorizing Management Plan and Services Budget for the Congregate Housing Rental Program for D.J. Komanetsky Estates C-14 to
be Submitted to the State of Connecticut, Department of Housing, and the Connecticut Housing Finance Authority

Commissioner Klimek made a motion to waive the reading, approve Resolution #1362, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1362

AUTHORIZING MANAGEMENT PLAN AND SERVICES BUDGET FOR THE CONGREGATE HOUSING RENTAL PROGRAM FOR D. J. KOMANETSKY ESTATES C-14 TO BE SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING AND THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Dimitry J. Komanetsky Estates, Project Number C-14 is approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut, Department of Housing and the Connecticut Housing Finance Authority for their approval, and

BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

Roll Call

Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Thyme
Commissioner Klimek
Commissioner Avilés

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

10. Review and Take Action on Resolution #1363 Authorizing Management Plan for the Section 8 Rental Program for Projects Zbikowski Park M8 and Mountain Laurel Manor E-139-L to be Submitted to the State of Connecticut, Department of Housing, and the Connecticut Housing Finance Authority

Commissioner Klimek made a motion to waive the reading, approve Resolution #1363, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.
RESOLUTION #1363

AUTHORIZING MANAGEMENT PLAN FOR THE SECTION 8 RENTAL PROGRAM PROJECTS ZBIKOWSKI PARK M-8 AND MOUNTAIN LAUREL MANOR E-139-L TO SUBMITTED TO THE STATE OF CONNECTICUT, DEPARTMENT OF HOUSING, THE CONNECTICUT HOUSING FINANCE AUTHORITY

WHEREAS, the Assistance Contract with the State of Connecticut requires that from time to time, a Management Plan be revised to the end that it shall, at all times, continue to provide income adequate for said purposes, and

WHEREAS, it is deemed that a revision of the Management Plan is necessary to meet the requirements of the Assistance Agreement, and

BE IT THEREFORE RESOLVED, that the Management Plan for Mountain Laurel Manor and Zbkowski Park M-8 and Projects Numbered E-139-L, approved by the Housing Authority of the City of Bristol, and

BE IT FURTHER RESOLVED, that the plan is submitted to the State of Connecticut Department of Housing and the Connecticut Housing Finance Authority for their approval, and

BE IT FURTHER RESOLVED, that the plan shall become effective only after approval by the State of Connecticut and implemented thereafter with a time schedule provided by law.

Roll Call

Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Thyme
Commissioner Klimek
Commissioner Avilés

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

11. Review and Take Action on Resolution #1364 to Write Off Uncollectibles, Vacated Tenant Balances as of 03-31-2020 – Fed, State, HCV

Commissioner Klimek made a motion to waive the reading, approve Resolution #1364, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1364

TO WRITE OFF UNCOLLECTIBLES, VACATED TENANT BALANCES AS OF 03/31 FEDERAL $9,036.17; STATE $0.00; HCV PROGRAM $7,535.00

WHEREAS, this Resolution designates delinquent vacated accounts as uncollectible for Federal $9,036.17; State $0.00; HCV Program $7,535.00;
NOW THEREFORE, it is hereby resolved that the corrected amounts of Federal $9,036.17; State $0.00; HCV Program $7,535.00 will be written off as of 03/31/2020.

Roll Call

Ayes  Nays
Chair Bouffard
Vice-Chair Suchinski
Commissioner Thyme
Commissioner Klimek
Commissioner Avilés

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

12. Review and Take Action on Resolution #1365 to Implement HUD Waivers

Commissioner Klimek made a motion to waive the reading, approve Resolution #1365, and attach a copy to the minutes; and the motion was seconded by Commissioner Avilés.

RESOLUTION #1365

TO IMPLEMENT HUD WAIVERS

WHEREAS, The U.S. Department of Housing & Urban Development (HUD) issued PIH Administrative Notice 20-05 on Friday April 10, 2020;

WHEREAS, The Notice covered a variety of waivers and administrative exceptions that HUD is willing to grant to all public housing agencies to address the requirements of social distancing for the duration of any federal, State, or local directives or Executive Orders that call for minimization of public contact and public interactions;

WHEREAS, The Notice contains language that applies to administrative activities related to applicants and existing program participants for both the Low-Income Public Housing (LIPH) Program and the Housing Choice Voucher (HCV) Program. It covers verification of household eligibility and income data and language that applies to Landlords concerning all unit inspections;

WHEREAS, The Notice requires a housing agency to opt in by July 31, 2020 to those waivers that it elects to implement. In addition, some waivers are deemed “short term” and terminate. July 31, 2020 and some are deemed “long term” and terminate December 31, 2020;

WHEREAS, Most of the key administrative relief granted in the Notice is the ability of the Authority to rely on self-certifications where 3rd party or actual physical inspections or meeting were required. The Notice makes clear that all self-certifications are subject to post-audit and enforcement for false certification. All housing agencies are also granted authority to be as expansive as need be in terms of specific language in the self-certification forms;

WHEREAS AND FURTHERMORE, Administrative flexibility is required to allow the Executive Office to respond to rapidly changing circumstances and make decisions on a situation-by situation basis; and
NOW, THERE, LET IT BE RESOLVED, that the Board of Commissioners of the Housing Authority of the City Of Bristol hereby authorizes the CEO to:

1) Implement any waiver or exception listed in PIH Administrative Notice 20-05, or not, based on a balancing of the best interest of the public, the BHA employees, the program participants and Program Integrity and compliance requirements.
2) Design and implement all required self-certification forms that meet the HUD minimum requirements as well as BHA needs in order to maintain program integrity and support a vigorous post-audit process on applicants, program participants and HCV Landlords.
3) Maintain the information that HUD requires as to which waivers or exceptions are implemented and a list of the households that benefited from the waivers as well as a list of any HCV units subject to initial lease-up, HAP renewal or program participant complaint about unit physical compliance that benefited from the waivers or exceptions.

Authority to implement of all identified waivers is retroactive to April 13, 2020.

Roll Call

Ayes
Chair Bouffard
Vice-Chair Suchinski
Commissioner Thyme
Commissioner Klimek
Commissioner Avilés

Nays

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

13. Old/New Business

There was no old or new business.

14. Adjournment

At 5:01 p.m., Commissioner Klimek made a motion to adjourn the meeting, and the motion was seconded by Commissioner Avilés.

There being no further discussion

UNANIMOUS VOTE, MOTION CARRIED

Approved and Certified for Filing:

Mitzy Rowe
Chief Executive Officer
Bristol Housing Authority

Date: May 19, 2020