

**MINUTES OF THE ANNUAL MEETING
of the
PORTLAND HOUSING AUTHORITY**

July 6, 2017

The meeting of the Portland Housing Authority was held at 14 Baxter Blvd., Portland, Maine. Upon roll call, quorum is declared. Meeting called to order by Shirley Peterson, Chairperson, at 5:40 PM.

PRESENT	ABSENT
Shirley Peterson, Chairperson Evan Carroll, Vice-Chairperson Siyad Ahmed, Commissioner Mariar Balow, Commissioner Christian MilNeil, Commissioner Thomas Valleau, Commissioner Faith McLean, Commissioner (call-in) Mark Adelson, Executive Director Jan Bosse, Director of Housing Services Trevor Nugent, Director of Public Housing Richard Biggs, Director of Maintenance Heather Kaufman, Procurement Coordinator Emily Mancini-Fitch, Resident Services Manager Lourdes Alvarez, Administrative Support Specialist	N/A

1. Resolution to approve the minutes of the meeting of Thursday, June 1, 2017.

Resolution # 2866

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of June 1, 2017, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Siyad Ahmed, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

Shirley Peterson, Chair
 Evan Carroll, Vice-Chair
 Siyad Ahmed, Commissioner
 Mariar Balow, Commissioner
 Faith McLean, Commissioner
 Christian MilNeil, Commissioner
 Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Finance Committee Report

Mr. Adelson reviewed the minutes from the last meeting where the budget for 100 State Street was discussed. The Committee recommended the budget be approved as presented. More money has been allocated to staffing as more repair work is being done by maintenance workers as oppose to awarding to contractors. More services are being required by the residents so monies for work hours have been increased in Resident Services. There was discussion regarding the plans for East Bayside in light of the strategic planning going on at the Agency. There was also discussion on the 58 Boyd Street project in regard to Division 30 zoning as much momentum is happening around the issue. A historic consultant has recommended looking into historic preservation for Sagamore Village improvements as this avenue opens up additional monies through tax credits for redevelopment of the property.

3. Nominating Committee Report – Election of Officers

Commissioner Valleau summarized the proposed slate presented to the Board as discussed at nominating committee with Commissioner Balow. The committee recommendation is to keep the current officers as is for one more year as they have not termed out and are willing to serve in this capacity for another year.

4. Resolution: Election of Officers for Fiscal Year ending June 30, 2018

The Slate of Officers presented was: Commissioner Shirley Peterson, Chair; Commissioner Evan Carroll, Vice-Chair.

Resolution # 2867

Be it resolved by the Commissioners of the Portland Housing Authority that the slate of officers for the Fiscal Year ending on June 30, 2018, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Siyad Ahmed, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chair	None
Evan Carroll, Vice-Chair	
Siyad Ahmed, Commissioner	
Mariar Balow, Commissioner	
Faith McLean, Commissioner	
Christian MilNeil, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

5. Resolution: Appointment of Human Resources Committee for Fiscal Year ending June 30, 2018

The Nominating Committee recommendation is for Commissioner Balow to remain as chair of the HR committee as well as continue serving as the chairperson in the scholarship committee on PHSC. Commissioners Faith McLean and Siyad Ahmed will also serve in the HR Committee.

Resolution # 2868

Be it resolved by the Commissioners of the Portland Housing Authority that the presented members of the Human Resources Committee for the Fiscal Year ending on June 30, 2018, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Shirley Peterson, Chair, and upon roll call, the ayes and nays were as follows:

AYES

Shirley Peterson, Chair
Evan Carroll, Vice-Chair
Siyad Ahmed, Commissioner
Mariar Balow, Commissioner
Faith McLean, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

6. Resolution: Appointment of Finance Committee for Fiscal Year ending June 30, 2018

The Nominating Committee recommendation is for Commissioner MilNeil to remain as the committee's chairperson. Commissioner Thomas Valleau and Vice Chair Evan Carroll will also serve in the Finance Committee.

Resolution # 2869

Be it resolved by the Commissioners of the Portland Housing Authority that the presented members of the Finance Committee for the Fiscal Year ending on June 30, 2018, be and hereby are approved.

The above resolution was moved by Evan Carroll, Vice-Chair, and second by Siyad Ahmed, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

Shirley Peterson, Chair
Evan Carroll, Vice-Chair
Siyad Ahmed, Commissioner
Mariar Balow, Commissioner
Faith McLean, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

7. Resolution: Ratification and affirmation of all actions taken by the Board during the previous Fiscal Year

Resolution # 2870

Be it resolved by the Commissioners of the Portland Housing Authority that all actions ratified and affirmed during the Fiscal Year ending June 30, 2017, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Shirley Peterson, Chair, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chair Evan Carroll, Vice-Chair Siyad Ahmed, Commissioner Mariar Balow, Commissioner Faith McLean, Commissioner Christian MilNeil, Commissioner Tom Valleau, Commissioner	None

Chairperson declared said motion carried and said resolution adopted.

8. Executive Director’s Report

Mr. Adelson reviewed the summary presented on Fiscal Year ending on June 30, 2017, as distributed to the Board. He shared about the uncertainty caused by the delay in regards to the decision making process for the HUD budget but the fiscal year is thankfully ending with a surplus. The Voucher program has increased utilization from 92% to 96%; HAP funds are in danger of running out because the costs have increased but it is expected to balance by the end of the calendar year. There is funding available on the budget for 1900 vouchers. The rent standards challenge was successful in providing better numbers to work with our clients. A complete update on the programs will be presented at August board meeting. He reviewed work orders completed during the fiscal year, which included five main water breaks over the winter in AMP 4. FSS was reorganized and rebranded under EmpowerMe with a great rate of success. The plan to move the Head Start program from Sagamore Village to Riverton Park is moving forward. Funding work on the 58 Boyd and Front Street projects is moving forward. A new contracts purchasing system was implemented and a procurement coordinator hired. Tenant Councils have reactivated in Sagamore Village and Washington Gardens, with interest growing in other developments. Volunteer residents have re-established the food pantry in Sagamore Village.

Mr. Adelson also reviewed the upcoming meeting dates with the Board, and pointed out that the date of the next Finance Committee may change due to upcoming staff vacations. He reminded the board of his performance evaluation, which will probably be completed in August. Negotiations with unions are ongoing and guidance needed from the HR committee before final agreements are signed.

With no other business to discuss, Commissioner Christian MilNeil moves to adjourn the meeting, Commissioner Faith McLean, seconds. Meeting ended at 6:05 PM.