

MINUTES OF REGULAR MEETING
of the
PORTLAND HOUSING AUTHORITY
November 3, 2011

The regular meeting of the Portland Housing Authority was held at 14 Baxter Boulevard, Portland, Maine at 5:37 PM. The meeting was called to order by the Chairperson, Clifford Ginn.

PRESENT	ABSENT
Mark Adelson, Executive Director Clifford Ginn, Chairperson Tom Valleau, Vice Chairperson Kathryn Malconian, Commissioner Shirley Peterson, Commissioner Robyn Tucker, Commissioner Faith McLean, Commissioner Roger Kelly, Labor Negotiator Martha Hurd-Call, Executive Assistant Eleanor Albert, PHA Employee/Union Steward Marilyn Pierce, PHA Employee	Maryann Carroll, Commissioner

1. Resolution approving the minutes of the regular meetings of August 4, 2011, September 1, 2011, and October 6, 2011.

Resolution #2629

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meetings of August 4, 2011, September 1, 2011, and October 6, 2011 be and hereby are approved.

The above resolution was moved by Kathryn Malconian, Commissioner and seconded by Shirley Peterson, Commissioner and, upon roll call, the ayes and nays were as follows:

AYES

NAYS

Clifford Ginn, Chairperson
 Tom Valleau, Vice Chairperson
 Kathryn Malconian, Commissioner
 Shirley Peterson, Commissioner
 Robyn Tucker, Commissioner
 Faith McLean, Commissioner

None

The Chairperson thereupon declared said motion carried and said resolution adopted.

2. **Resolution:** Approval to join with Westbrook Housing Authority and South Portland Housing Authority to create and be members of a new non-profit corporation for the purpose of implementing a Shared Centralized Waiting List Program; and authorizing the Executive Director

to proceed with the completion of the plans, including budgeting, contracting and the ownership entity.

Mark Adelson explained that the three housing authorities have been meeting since March and the first initiative all agreed to was to be involved with a shared waiting list, starting off with the Section 8 program. Primarily, it would exist so that any applicant could go to any community and apply, and they would automatically be on the waiting list for the three housing authorities so they wouldn't have to go to three different communities. Applicants could go to one community and be on the shared waiting list. This would save time for the applicants and be more efficient for staff as well. Each community keeps its own preferences and priorities. Once it is up and running, it could include public housing, other housing authorities and, ultimately, the entire state.

Mr. Adelson went on to say that a non-profit entity would be created that owns the process, create a budget and hire a software developer. The first step required for this is all three Boards would have to agree and approve this and to proceed with the development of the non-profit. The PHA Board is the first to discuss this; the other Boards meet later in November. Mr. Adelson further explained that it was still in the conceptual stage at this point. This resolution would be to move ahead and to join into the non-profit. This is just the approval to move forward at this point.

Cliff Ginn, Chairperson asked that guests at the meeting introduce themselves.

The Board then asked questions regarding the make-up of the new non-profit's Board. Mr. Valleau enquired about a less formal arrangement, rather than forming a new non-profit with its accompanying By-Laws, Articles of Incorporation, etc. Further discussion ensued about the wait list, how different Authority priorities would be handled, who would develop the software for the joined wait list. Mr. Adelson is in the process of creating a Request for Information regarding potential software to be used. Mr. Valleau enquired about the use of an existing cloud-based software rather than developing and owning new custom software; he proposed that as the program moves forward, the Authorities try to find if anyone offered an existing service and software. Mr. Adelson replied that they are still in the research phase.

Further questions ensued about eligibility, individual Authority priorities, and the selection of applicants from the wait list. Questions were fielded by Mr. Adelson, Eleanor Albert and Marilyn Pierce. Ms. Albert and Ms. Pierce are employed by the Housing Authority in the Section 8 Department.

Resolution #2630

Be it resolved by the Commissioners of the Portland Housing Authority that the joining with Westbrook Housing Authority and South Portland Housing Authority to create and be members of a new non-profit corporation for the purpose of implementing a Shared Centralized Waiting List Program; and authorizing the Executive Director to proceed with the completion of the plans, including budgeting, contracting and the ownership entity be and hereby is approved.

The above resolution was moved by Kathryn Malconian, Commissioner and seconded by Robyn Tucker, Commissioner and, upon roll call, the ayes and nays were as follows:

AYES

NAYS

Clifford Ginn, Chairperson
Tom Valleau, Vice Chairperson
Kathryn Malconian, Commissioner
Shirley Peterson, Commissioner
Robyn Tucker, Commissioner

None

Faith McLean, Commissioner, abstained from voting.

The Chairperson thereupon declared said motion carried and said resolution adopted.

3. **Discussion:** Finance Committee Update.

Tom Valleau introduced the new format for the monthly finance report to the Board. Mr. Valleau explained that the Finance Committee has met twice and that they wanted to have a report that was easy to read and understand. Mr. Valleau explained the new format and commented that it was 95% finished; there would be a few changes, but essentially this would be the new report that would appear in the monthly agendas. The next meeting of the Finance Committee will be November 15, 2011 and will be entirely devoted to an interview with the outside auditor.

5. **Executive Director's Report:** (taken out of order)

Mr. Adelson informed the Board of Maryann Carroll's resignation and her reasons for resigning. Mr. Valleau enquired if a board member stopped serving immediately upon resignation. Ms. Hurd-Call explained that when a board member resigns, their term ends. The Council would have to appoint an individual to serve the unexpired term of the resigning board member.

Mr. Adelson informed the Board that budget negotiations are now taking place in Washington and he was expecting more cuts. Mr. Adelson informed the Board that he would keep them updated on further developments, but he did not know how much was actually going to be cut as yet.

Mr. Adelson went on to explain that the PHA had to submit the Public Housing Operating Subsidy Update, which was submitted in November. A full rundown will be provided during the December 2011 meeting.

Mr. Adelson informed the Board that the Human Resources Committee was originally scheduled for November 9; however, Ms. Malconian could not be there on that date. The meeting has been postponed to December; the date will be sent out later.

4. **Resolution:** Approval to enter into Executive Session for the purposes of personnel matters, including Teamster negotiations and the Executive Director's Performance Evaluation.

Resolution #2631

Be it resolved by the Commissioners of the Portland Housing Authority that entering into an Executive Session for the purposes of personnel matters, including Teamster negotiations and the Executive Director's Performance Evaluation be and hereby is authorized and approved.

The above resolution was moved by Faith McLean, Commissioner and seconded by Kathryn Malconian, Commissioner and, upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Clifford Ginn, Chairperson	None
Tom Valleau, Vice Chairperson	
Kathryn Malconian, Commissioner	
Shirley Peterson, Commissioner	
Robyn Tucker, Commissioner	
Faith McLean, Commissioner	

The Chairperson thereupon declared said motion carried and said resolution adopted.

6. **Resolution:** Approving the end of the Executive Session.

Resolution #2632

Be it resolved by the Commissioners of the Portland Housing Authority that the end of the Executive Session be and hereby is approved.

The above resolution was moved by Clifford Ginn, Chairperson and seconded by Tom Valleau, Vice Chairperson and, upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Clifford Ginn, Chairperson	None
Tom Valleau, Vice Chairperson	
Kathryn Malconian, Commissioner	
Shirley Peterson, Commissioner	
Robyn Tucker, Commissioner	
Faith McLean, Commissioner	

The Chairperson thereupon declared said motion carried and said resolution adopted.

There being no further business, the meeting adjourned at 7:20 P.M.