

Housing Authority of the City of Ansonia

Regular Meeting Minutes

Wednesday – March 22, 2023

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:30 PM on March 22, 2023**, by Chairman, Lorie Vaccaro via Zoom.

Roll Call by Steve Nakano: Lorie Vaccaro – Chairman, Ralphine Siggars- Commissioner, Brian Laskey- Commissioner.

Kim'mula Eason-Vice Chairman arrived late.

Chairman Vaccaro asked for the minutes to be reviewed and approved.

- **Motion to approve the minutes of the February 22, 2023 Regular Meeting of the Board of Commissioners.**

Motion by Commissioner, Ralphine Siggars. **Second** by Commissioner, Brian Laskey. **All in favor.** Motion passes unanimously.

Public Session:

Chairman Vaccaro opened the public session.

Chairman Vaccaro asked three times if anyone from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Since no one from the public was in attendance, the Public Session was closed.

Review of Financial Statements:

Director Nakano gave a brief update on the financials, see attached.

- **Motion to approve the February financials.**

Motion by Commissioner, Brian Laskey. **Second** by Commissioner, Ralphine Siggars. **All in favor.** Motion passes unanimously.

Monthly Reports:

Executive Director, Director Nakano gave his monthly report, see attached.

Chairman Vaccaro asked if anyone had any questions. Hearing none, motion was made.

- **Motion to accept the Executive Directors Report.**

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Motion by Commissioner, Brian Laskey. **Second** by Commissioner, Ralphine Siggars. **All in Favor.**
Motion passes unanimously.

HUD Calendar Update, Director Nakano updated the monthly report.

Director of Public Housing, Maintenance, Facilities & Modernization Report, Jared Heon presented his monthly report, see attached.

Chairman Vaccaro thanked Jared for all his hard work.

Chairman Vaccaro asked if anyone had any questions. Hearing none, motion was made.

- **Motion to accept the Public Housing, Maintenance, Facilities & Modernization Report.**

Motion by Commissioner, Brian Laskey. **Second** by Vice Chairman, Kim'mula Eason. **All in Favor.**
Motion passes unanimously.

*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
April 26, 2023.

Report of Committees: None.

Unfinished Business: None.

New Business:



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Resolution 2023-06

RESOLUTION ADOPTING THE POLICIES AND PROCEDURES FOR INTER-PROGRAM AND DUE TO/DUE FROM TRANSFERS FOR THE HOUSING AUTHORITY OF THE CITY OF ANSONIA'S ACCOUNTING POLICIES

WHEREAS, the transfers are the movement of funds from one program or project to another program or project to increase funds in one and decrease funds in another; and

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WHEREAS, inter-program transfers of funds are only allowed if applicable HUD regulations and other federal and state laws allow such transfer of funds; and

WHEREAS, due to / due from transfers represent the transfer of funds from one project or program to another that is expected to be re-paid. The use of due to / due from transfers between projects and programs is the result of using one central account which pays for the indirect costs of the programs or serves as a working capital account; and

WHEREAS, inter-program and due to / due from transfer balances should be reviewed monthly to ensure that the transfers are allowed and that re-payment of due to / due from transfers are made timely. All inter-program and due to / due from transfers must be reconciled as part of the monthly reporting process.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ANSONIA THAT:

1. All transfers of funds must receive prior approval from the Executive Director.
2. Adopts and implements the policies and procedures for inter-program and due to / due from transfers for the AHA’s accounting policies.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: _____
Steven G. Nakano
Executive Director

Date

- **Motion to approve Resolution 2023-06.**

Motion by Commissioner, Ralphine Siggars. **Second** by Vice Chairman, Kim’mula Eason.
All in Favor. Motion passes unanimously.



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Resolution 2023-07

**RESOLUTION ADOPTING THE REVISED EMPLOYMENT ADMINISTRATION
SECTION OF THE PERSONNEL, CONDUCT AND OPERATIONS POLICY OF THE
HOUSING AUTHORITY OF THE CITY OF ANSONIA DATED SEPTEMBER 26th, 2018**

WHEREAS, Ansonia Housing Authority (AHA) was established on October 18, 1948, to operate and administer low-rent housing for the purpose of providing decent, safe, and sanitary dwellings for low-income families; and

WHEREAS, all employees of AHA have a responsibility to support its mission while helping to create and support a highly professional and respectful work environment; and

WHEREAS, AHA continually evaluates areas for professional improvement and operational improvements from time to time; and

WHEREAS, to increase productivity and availability of the staff, the Housing Authority of the City of Ansonia shall modify the policy from time to time to attain such a goal.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ANSONIA THAT:

1. Section IV. Employment Administration, Hiring of Family Members be modified to include the underlined text as stated below:

The Authority recognizes that public confidence in the integrity of the Authority's operations can be endangered if there is even an appearance of impropriety. For this reason, the Authority will not hire family members of current staff members or commissioners for positions where the family member would work under the supervision of another family member and/or in the same Department.

This policy applies to the following relationships:

- Spouse
- Child or Step-Child
- Parent
- Sibling
- Niece or Nephew
- Aunt or Uncle
- Comparable in-law relationships

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2. This Resolution shall take effect April 1st, 2023.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: _____
Steven G. Nakano
Executive Director

_____ Date

Chairman Vaccaro asked if anyone had any questions concerning this resolution. Hearing none, motion was made.

- **Motion to approve Resolution 2023-07.**

Motion by Commissioner, Brian Laskey. **Second** by Vice Chairman, Kim'mula Eason.
All in Favor. Motion passes unanimously.



- **Motion to adjourn at 7:00 pm.**

Motion by Commissioner, Ralphine Siggars. **Second** by Commissioner, Brian Laskey.
All in Favor. Motion passes unanimously.



***Please see attached reports.**

***These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.**