

# **Housing Authority of the City of Ansonia**

## **Regular Meeting Minutes**

### **Wednesday – April 26, 2023**

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:32 PM on April 26, 2023**, by Chairman, Lorie Vaccaro.

**Roll Call by Jared Heon:** Lorie Vaccaro – Chairman, Kim'mula Eason- Vice Chairman, Ralphine Siggars- Commissioner, Brian Laskey- Commissioner.

Executive Director, Steven Nakano was absent.

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

- **Motion to approve the minutes of the March 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:**

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

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

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

#### **Monthly Reports:**

**Executive Director,** Deputy Director Heon gave the monthly report for Director Nakano, 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 Vice Chairman, Kim'mula Eason. **Second** by Commissioner, Ralphine Siggars. **All in Favor**. Motion passes unanimously.

**HUD Calendar Update**, Deputy Director Heon updated the monthly report.

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

- **Motion to accept the HUD Calendar Update.**

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

**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  
May 24, 2023.

**Report of Committees:** None.

**Unfinished Business:** None.

**New Business:**



**Housing Authority of the City of Ansonia**

**Resolution 2023-06**

**RESOLUTION ADOPTING THE POLICIES AND PROCEDURES FOR INTER-**

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**PROGRAM AND DUE TO/DUE FROM TRANSFERS FOR THE HOUSING  
AUTHORITY OF THE CITY OF ANSONIA’S ACCOUNTING POLICIES**

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**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

**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.**

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

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**Housing Authority of the City of Ansonia**

**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 26<sup>th</sup>, 2018**

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**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:

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

2. This Resolution shall take effect April 1<sup>st</sup>, 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 7:27 pm.**

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



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**\*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.**