

Housing Authority of the City of Ansonia
Minutes
Thursday February 1, 2024
Special Meeting

The *Special Meeting* of the Housing Authority of the City of Ansonia was called to order at 5:31 PM. by Chairman, Lorie Vaccaro via Zoom.

Pledge of Allegiance.

Roll Call: Lorie Vaccaro- Chairman, Brian Laskey- Vice Chairman, Kim'mula Eason- Commissioner, Fred Sardo-Commissioner.

Ralphine Siggars-Commissioner excused absence.

New Business:



Housing Authority of the City of Ansonia

Amended Resolution 2024-01

RESOLUTION AUTHORIZING THE WRITE-OFFS FOR THE FEDERAL PUBLIC HOUSING PROGRAM FOR FISCAL YEAR END 2023

WHEREAS, the Housing Authority of the City of Ansonia annually writes-off uncollected balances as part of its fiscal control process; and

WHEREAS, the Housing Authority has arrears for uncollected rent and charges for fiscal year 2023 for the Federal Public Housing Programs; John J. Stevens Apartments (15-2) and Monsignor Hynes Apartments (15-3) as per the attached sheet, which indicates tenant balances incurred as of December 31, 2023, is **\$9,655.81**.

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

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1. The Board of Commissioners of the Housing Authority of the City of Ansonia approves the annual write-offs of the Federal Public Housing Program incurred as of December 31, 2023; and
2. The Executive Director is hereby authorized to write off the 2023 tenanted incurred balances at John J. Stevens Apartments (15-2) and Monsignor Hynes Apartments (15-3).

AYES

NAYS

ABSTENTIONS

ABSENT

APPROVED BY:

Steven G. Nakano, Executive Director

Date

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

- **Motion to approve Resolution 2024-01.**

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



Housing Authority of the City of Ansonia

Resolution 2024-03

**RESOLUTION AUTHORIZING HOUSING AUTHORITY OF THE CITY OF ANSONIA
TO DIRECT THE EXECUTIVE DIRECTOR TO DELAGATE CERTAIN POWERS IN
THE CASE OF ABSENCE**

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WHEREAS, the Housing Authority of the City of Ansonia desires to sustain its operations in the case of absence of an employee; and

WHEREAS, the Housing Authority recognizes the need for Delegation of Authority to act in the absence of an employee for purposes of primary responsibilities; and

WHEREAS, Delegation means assigning certain responsibilities along with the necessary authority by the management of the organization to the employees. Delegation does not mean surrender of authority by the management. It only means transferring certain responsibilities to the employees and giving them the required authority, which is necessary for the discharge of the responsibility properly; and

WHEREAS, the Board of Commissioners instructs the Executive Director to delegate authority to the employee responsible to serve as a back up responsible person in the case of the primary person's absence, in accordance with the Organizational Chart of the Housing Authority; and

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

3. The Board of Commissioners of the Housing Authority of the City of Ansonia instructs the Executive Director to immediately delegate access to each system and responsibility to the proper employee (based on the Organizational Chart), ensuring all operations will continue in the absence of another employee.
4. The Executive Director shall author a Delegation of Authority policy and institute it immediately. The Deputy Director shall assist the Executive Director in the development of this policy and will serve as the delegated authority in the absence of the Executive Director until such policy is implemented.
5. The list of systems and tasks that require a backup delegate with administrative privileges include but are not limited to:
 - a. The Management Software of the PHA (PHA Web)
 - b. Inventory Management System/PIH Information Center (IMS/PIC)
 - c. Enterprise Income Verification (EIV) System (HCV & PH)
 - d. CT Dept of Labor (Employment Verification)
 - e. Payroll System of the PHA (ADP)
 - f. Energy and Performance Information Center (EPIC)
 - g. Voucher Management System (VMS)
 - h. Any other system utilized by the PHA for reporting purposes to a regulatory agency
 - i. Ability to execute required documentation

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6. The Commission Chairman is hereby authorized to sign the policy in full effect as of February 1st, 2024.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

Signed by: _____
Lorie Vaccaro
Chairman of the Board of Commissioners

_____ Date

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

- **Motion to approve Resolution 2024-03.**

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



Adjournment:

- **Motion to adjourn at 5:40 P. M.**

Motion by Commissioner, Fred Sardo. **Second** by Commissioner, Kim'mula Eason. **All in Favor**. Motion passes unanimously.

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