

**Commissioners:**  
Chair James Seveney  
Vice-Chair Terri Cortvriend  
Micholas Credle  
Gary Gump  
Ronald Harnois

**Portsmouth Housing Authority  
Town of Portsmouth, Rhode Island  
Board of Commissioners**



**Meeting Held Wednesday, June 9, 2021 at 2:00 PM**

**Conducted via ZOOM and In-Person, Portsmouth Town Hall**

**1. CALL TO ORDER; ROLL CALL at 2PM**

**COMMISSIONERS PRESENT (in person):** James Seveney, Terri Cortvriend, and Gary Gump

**COMMISSIONERS ABSENT:** Ronald Harnois

**GUESTS:** Allison Serina, Board Member-Coastal Housing Corporation; Justin Mackenzie – PPA, LLP Accountants

**2. CHAIRMAN'S REPORT**

A. Briefly discussed current situation with HUD reporting requirements, and the telephone conference held with HUD Enforcement in early May.

**3. APPROVAL OF MINUTES \***

A. Approved the minutes for our March 3, 2021 meeting with a unanimous vote. Vice-Chairwoman Cortvriend will post approved copies to Secretary of State and Town of Portsmouth websites.

**4. FINANCIALS AND BILLS \***

A. None

**5. COMMUNICATIONS \***

A. April 22, 2021 Email from Micholas Credle informing the PHA of his resignation due to relocation out of town.

B. Telephone conference call with HUD enforcement officials, Tuesday May 4, 2021.

**6. OLD BUSINESS\***

A. Discussed current situation related to HUD Pre-penalty notice of Jan 6, 2021. No votes taken.

B. Took status on HUD required monthly financial reporting (Cash Flow reports) submitted by Phoenix Housing Corp. All overdue reports from Coastal Housing have been completed and submitted to HUD (Teresa Cline). Phoenix has submitted all 2021 monthly reports on time through April. No votes taken

C. Received the draft audit report from PPA Accountants for Quaker Manor LLC operations for year ending Dec 31, 2018. As Quaker Manor LLC was established on October 26, 2017, this initial audit report covered the 14 month period November 2017 – December 2018.

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**7. NEW BUSINESS \***

- A. The Commission reviewed the draft audit report, asked questions of Coastal Housing and the auditor from PPA Accountants. The audit report was found to be satisfactory and the Chair called for a motion to approve the draft as a final audit report, ready for signature and submission to HUD. Motion by Commissioner Gump, second by Vic-Chair Cortvriend to approve the report. Motion passed with all three Commissioners voting in favor.

A second motion was made by Vice-Chair Cortvriend to authorize the Chair to sign the final audit report, and submit it to HUD under a PHA letter of transmittal. Second by Commissioner Gump. Motion passed with all three Commissioners voting in favor.

Further discussion related to status/plans for the remaining 2019 and 2020 reports that remain outstanding. Action was taken by PPA Accounting to provide a schedule for completion of those. No votes taken.

**8. REPORTS \***

- A. PHA Board of Commissioners accepted the Draft Quaker Manor LLC Audit report received Friday, June 4, 2021

**9. PUBLIC COMMENT/OPEN FORUM**

Two members of the public attended via Zoom. They had no comments or questions.

**10. EXECUTIVE SESSION**

- A. None.

**11. NEXT MEETING: TBD**

- A. Our next meeting will be held in the later part of July, at Quaker Manor/Estates, specific date to be determined.

**12. ADJOURNMENT:** Motion to adjourn made by Gump; seconded by Chair Cortvriend - passed unanimously at 2:30pm.

Pursuant to RIGL S 42-46-6(c) These minutes will be posted on the Secretary of State's website, and Town of Portsmouth website once approved.