

JUNE 15, 2015  
SPECIAL PUBLIC HOUSING COUNCIL MEETING  
PARMA CITY HALL COUNCIL CHAMBERS  
6:56 PM

The special Public Housing Council Meeting was called to order by President of Council Sean P. Brennan presiding:

COUNCIL MEMBERS PRESENT:	BRIAN BROCHETTI JEFFREY CROSSMAN BRIAN DAY VITO DIPIERRO ALLAN DIVIS DEBORAH LIME SCOTT M. TUMA
COUNCIL MEMBERS ABSENT:	MARK CASSELBERRY LARRY NAPOLI

Mr. Ramser - Mr. President, the Roll of Council has been called, and I find a quorum of Council members present:

The following officials and department heads were also present: Mayor Timothy DeGeeter, Law Director Timothy Dobeck, Auditor Dennis Kish, Treasurer Tom Mastroianni, Safety Director Gregory Baeppler, Building Commissioner/City Engineer Paul Deichmann, Communications and Community Relations Director Jeannie Roberts, Recreation Commissioner Mickey Vittardi, Community Development Director Erik Tollerup, Interim Director of Public Housing Priscilla Pointer-Hicks, and Clerk of Council Kenneth A. Ramser.

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**NOTICE OF SPECIAL PUBLIC HOUSING MEETING OF COUNCIL**

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The State of Ohio )  
Cuyahoga County) ss: Clerk of Council Kenneth A. Ramser: Greetings  
City of Parma )

WHEREAS, it appears that the public business of this City requires that the Council meet in Special Session to consider such business as may come before it, and,

WHEREAS, I have convened and do hereby convene said City Council to meet in Special Session on the 15th day of June, 2015, at 6:45 PM, Eastern Daylight Savings time, at the Council Chamber in said City, to consider such matters as may come before it as fully and completely as might be done in regular session of said Council:

SPECIAL PUBLIC HOUSING MEETING:

APPROVAL OF SPECIAL PUBLIC HOUSING MEETING MINUTES OF FEBRUARY 17, 2015

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SUSPENSION OF THE RULES:

HOUSING RESOLUTION NO. 15-5

6/15/15

L-15-5

BY: V. DIPIERRO

(By Request - Interim Public Housing Executive Director)

A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC HOUSING TO  
WRITE-OFF THE SHORTAGE AMOUNT OF \$110.24 FROM THE COMBINED  
PETTY CASH FUND FOR THE PARMA PUBLIC HOUSING AGENCY, AND  
DECLARING AN EMERGENCY

HOUSING RESOLUTION NO. 15-6

6/15/15

L-15-6

BY: V. DIPIERRO

(By Request - Interim Public Housing Executive Director)

A RESOLUTION AUTHORIZING THE REDUCTION OF THE PARMA PUBLIC HOUSING AGENCY'S PETTY CASH FUND(S), AND DECLARING AN EMERGENCY

HOUSING RESOLUTION NO. 15-7

6/15/15

L-15-7

BY: V. DIPIERRO

(By Request - Interim Public Housing Executive Director)

A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC HOUSING TO REMOVE THE AMOUNT OF \$6,395.32 OF UNCASHED CHECKS FROM ITS ACCOUNTING REGISTERS, AND DECLARING AN EMERGENCY

You are therefore commanded to summon: Mayor Tim DeGeeter, Service Director Brian Higgins, Law Director Timothy Dobeck, Interim Public Housing Director Priscilla Pointer-Hicks, Council President Sean P. Brennan, Brian Brochetti, Mark Casselberry, Jeffrey Crossman, Brian Day, Vito Dipierro, Allan Divis, Deborah Lime, Larry Napoli, Scott Tuma, and Kenneth A. Ramser, Clerk of said Council, to meet in Special Session as aforesaid for the purposes aforesaid.

Hereof fail not and have you then and there this Writ, with your return thereon in what manner you have executed the same.

In testimony whereof, I have hereunto set my hand and caused the Corporate seal of said City to be hereunto affixed, this 12th day of June, 2015

/seal/

/s/ Sean P. Brennan

City of Parma COUNCIL PRESIDENT SEAN P. BRENNAN

ROLL CALL ORDER  
SCOTT M. TUMA  
BRIAN BROCHETTI  
MARK CASSELBERRY  
JEFFREY CROSSMAN  
BRIAN DAY  
VITO DIPIERRO  
ALLAN DIVIS  
DEBORAH LIME  
LARRY NAPOLI

CERTIFICATE OF SERVICE  
NOTICE OF SPECIAL MEETING OF COUNCIL

I, Lynne Thomay, of the City of Parma, Ohio, do hereby certify that on June 12, 2015, I received the notices of a Special Meeting of Council, a copy of which is attached hereto, and that in accordance with the instructions given to me, I have served each person named in the notice with the notice by Electronic Mail (e-mail) with the notice on June 12, 2015, at 1:38 PM, which date and time is more than twelve hours prior to the time of the Special Meeting.

Signed /s/ Lynne Thomay

Lynne Thomay, Deputy Clerk I  
City of Parma, Ohio.

**DISPENSE WITH THE REGULAR ORDER OF BUSINESS**

Motion made by Councilman Tuma seconded by Councilman Day to dispense with the regular order of business and to waive the Rules of Council, at this time, in order to hold this special Public Housing Council Meeting. Motion carried.

**DISPOSAL OF JOURNAL**

Mr. Brennan - We have the Minutes from the special Public Housing Council Meeting of February 17, 2015. Asked if there were any additions or corrections to the Minutes. Hearing none, the minutes will stand approved as printed.

**LEGISLATIVE COMMENT**

Mr. Brennan - Asked if there was anyone from the Public who would like to comment on legislation that Council will be taking final action on this evening. No one wished to speak.

**SUSPENSION OF THE RULES:**

Mr. Brennan - Shall the statutory provision and Rule 48 requiring the full and distinct reading of Housing Resolution No. 15-5, Housing Resolution No. 15-6 and Housing Resolution No. 15-7 on three different days be dispensed with?

Yes: Tuma, Brochetti, Crossman, Day, Dipierro, Divis, Lime

No: None; motion carried.

Mr. Brennan - Shall Rule 45 requiring reference to committee be dispensed with and Housing Resolution No. 15-5, Housing Resolution No. 15-6 and Housing Resolution No. 15-7 be placed on final passage?

Yes: Tuma, Brochetti, Crossman, Day, Dipierro, Divis, Lime

No: None; motion carried.

BY: V. DIPIERRO  
(By Request - Interim Public Housing Executive Director)

HOUSING RESOLUTION NO. 15-5

6/15/15

L-15-5

**A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC HOUSING TO WRITE-OFF THE SHORTAGE AMOUNT OF \$110.24 FROM THE COMBINED PETTY CASH FUND FOR THE PARMA PUBLIC HOUSING AGENCY, AND DECLARING AN EMERGENCY**

Motion made by Councilman Tuma seconded by Councilman Day to adopt Housing Resolution No. 15-5.

Councilwoman Lime asked for explanation from Interim Director on where the \$110.24 shortfall came in.

Interim Director Pointer-Hicks stated that when she came into the position a few months ago and audited the petty cash fund it was \$110.24 short. She looked for it and for receipts and asked staff if anyone knew if there were any additional receipts. She stated she has known about this for awhile and continued to look for the money and get back to the \$400 that it should have been. It was just time for it to just be written off.

Councilwoman Lime asked what the procedure is for using petty cash within Public Housing.

Interim Director Pointer-Hicks said that she can tell her what she was told and since she has been there she has used petty cash only once. Purchased envelopes for posters that we are using for the lottery that is opening tomorrow. Otherwise, she has not used petty cash for anything but the petty cash box had supposedly \$200 for each of the programs (Voucher and Public Housing) for emergencies (keys, last minute postage, etc.) Beyond that, she really does not know why they needed that amount of money. She agrees there should be some in petty cash in case of an emergency but not the amount of \$400.

Councilwoman Lime asked what safeguards the Interim Director has put in place to make sure there are not shortages in the future.

Interim Director Pointer-Hicks said that the petty cash box is in a safe in her office. She never leaves her office unattended with the door open. The safe is locked at night. No one has access to it.

Councilwoman Lime asked who in the office can use petty cash and if receipts are required.

Interim Director Pointer-Hicks said that no one is allowed to use petty cash unless they ask for her permission, and she would question why they would need to use it.

Yes: Tuma, Brochetti, Crossman, Day, Dipierro, Divis, Lime

No: None; Housing Resolution No. 15-5 is adopted.

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HOUSING RESOLUTION NO. 15-6                      6/15/15                      L-15-6

BY: V. DIPIERRO  
(By Request - Interim Public Housing Executive Director)

A RESOLUTION AUTHORIZING THE REDUCTION OF THE PARMA PUBLIC HOUSING AGENCY'S PETTY CASH FUND(S), AND DECLARING AN EMERGENCY

Motion made by Councilman Tuma seconded by Councilman Day to adopt Housing Resolution No. 15-6.

Yes: Tuma, Brochetti, Crossman, Day, Dipierro, Divis, Lime

No: None; Housing Resolution No. 15-6 is adopted.

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HOUSING RESOLUTION NO. 15-7                      6/15/15                      L-15-7

BY: V. DIPIERRO  
(By Request - Interim Public Housing Executive Director)

A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC HOUSING TO REMOVE THE AMOUNT OF \$6,395.32 OF UNCASHED CHECKS FROM ITS ACCOUNTING REGISTERS, AND DECLARING AN EMERGENCY

Motion made by Councilman Tuma seconded by Councilman Day to adopt Housing Resolution No. 15-7.

Councilwoman Lime asked the Interim Director for an explanation of what un-cashed checks meant.

Interim Director Pointer-Hicks said these are checks that have never cleared the bank; Fiscal or Calendar 2014 through December 2014. At least two of the checks never left the building, but they were in the finance records that they had actually issued the checks. We have checked with all the banks and bank statements. These are outstanding. This money was encumbered the moment it was on our books and so now we are putting the money back in our account.

Councilwoman Lime wanted a better understanding of the outstanding checks. Were these checks from participants that never cleared?

Interim Director Pointer-Hicks said these are for all three bank accounts. The Public Housing Operating Account, Housing Choice Voucher Operations Account and the Housing Choice Voucher HAP Account. This total is for all three accounts. Every month the Finance Department for the City also reconciles the bank accounts along with our Fee Accountant, and they give her a list of checks that are outstanding as well. So utilizing both of those lists is what she uses to determine the amount that is to be written off. The Huntington account which is for Operations - the total was \$3,281.33. In the Public Housing Account for Operations the total was \$2,130.99. And in the Housing Choice Voucher HAP Account the total was \$983.00

Councilwoman Lime asked if these were from people who wrote PPHA checks that never cleared.

Interim Director cleared up that these were checks that PPHA wrote to pay their bills along with the HAP Accounts.

Councilwoman Lime asked why these checks would not have cleared.

Interim Director stated she does not know why these checks have not cleared.

Councilwoman Lime asked for an explanation of this Resolution and just doing away with these checks. What happens to these bills. Have they been paid?

Interim Director said she hopes that if a vendor that we owed money to has not collected from us in six months that we do not owe them. I do not know this for sure. At least one of these transactions while the books show that a check was written, we actually used the debit card to pay this bill online. I do not know this for a fact, that maybe the check got mailed and got lost and then we got behind and then whoever that vendor was...was going to cut off whatever our service was for that period of time. So the debit card was used.

Councilwoman Lime thanked the Interim Director for being very diligent and looking through everything that you have been looking through. You have done an outstanding job. The other thing that I would like to know is, shouldn't the Auditor's for Parma Public Housing, the monthly Auditor's, have caught this stuff?

Interim Director said she is hesitant to answer this question. She is still trying to figure some of this out herself. She would like to say that it should have been seen. She cannot say who should have seen it.

Council President said the important thing is that it has been seen and being addressed.

Interim Director concurred.

Council President echoes Councilwoman Lime's comments and that he appreciates the Interim Director not leaving any money on the table and lifting up all these stones and shedding light on all these issues.

Councilwoman Lime said this just re-emphasizes to Mr. Dipierro why she is looking to have those Auditor's brought in to a Parma Public Housing Meeting. What was the last year and the year before deficit-wise? How much other stuff is out there that is going to show up? Again, I ask you to please schedule the Auditor's to come in so we may question them on these types of things.

Yes: Tuma, Brochetti, Crossman, Day, Dipierro, Divis, Lime

No: None; Housing Resolution No. 15-7 is adopted.

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#### REPORT OF ABSENT OFFICIALS

Motion made by Councilman Day seconded by Councilman Crossman to excuse Councilman Napoli and Councilman Casselberry from said meeting. Motion carried.

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#### ADJOURNMENT

Motion made by Councilman Tuma seconded by Councilwoman Lime to adjourn the Special Public Housing Council Meeting at 7:09 P.M. Motion carried.

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#### CERTIFICATION

I, Kenneth A. Ramser, Clerk of Council for the City of Parma, Ohio, do hereby certify this to be a true and correct copy of the Minutes from the special Public Housing Council Meeting held on Monday, June 15, 2015. Motion carried.

*/s/ Kenneth A. Ramser*

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KENNETH A. RAMSER  
CLERK OF COUNCIL

*/s/ Sean P. Brennan*

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SEAN P. BRENNAN  
PRESIDENT OF COUNCIL

Minutes completed on June 17, 2015/lt