

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' ANNUAL/SPECIAL MEETING, SEPTEMBER 19, 2012

The Commissioners of the East Hartford Housing Authority held a special meeting on Wednesday, September 19, 2012 at the Town Hall, Welling Conference Room, located at 740 Main Street, East Hartford, Connecticut. The meeting was called to order by Chairman Robert Keating at 5:00 p.m.

1. **ROLL CALL:** Vice Chairman James Kate
Commissioner Hazelann Cook
Commissioner James Patterson, III
Chairman Robert Keating

Absent was Commissioner Prescille Yamamoto due to being out of state.

Also present were: Debra M. Bouchard, Executive Director; Joseph Regan, Finance Director; Brenda Pliszka, Executive Secretary/HR; Ralph J. Alexander Legal Counsel and Linda Russo and Esther Clarke Town Council Liaisons.

2. **Approval of Regular Meeting Minutes, August 15, 2012**

The motion was made by Vice Chairman Kate to approve the minutes of the Regular Meeting of August 15, 2012. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

- Approval of Special Meeting Minutes, August 30, 2012**

The motion was made by Commissioner Cook to approve the minutes of the Special Meeting of August 30, 2012. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

3. **Request for Additional Agenda Items**

No items were added to the agenda.

The Vice Chairman Kate stated he would like to make a statement before the public comment.

Vice Chairman Kate said the Housing Authority's meetings, with the exception of executive session, are open to the public. However, with the exception of the "public participation" portion of the meeting, comments from the public will not be received, and at no time will interruptions or interjections from the public be tolerated. The public should be further advised that if they have questions or comments during the business portion of the meeting they should put those questions or comments in writing and submit them to the Housing Authority Executive Director after the meeting. The Housing Authority will then respond to the questions within a reasonable time. At all times, all persons present during the meeting shall conduct themselves in an orderly fashion, and at no time during any portion of the meeting will rude or disruptive behavior be tolerated.

4. PUBLIC COMMENT

Ms. Susan Kniep made a Freedom of Information request as it pertains to communications between the East Hartford Housing Authority and HUD. She recalled seeing the documentation that was presented to the Town Council and questions if there has been any kind of narrative contract signed between HUD and the East Hartford Housing Authority as it pertains to what was discussed during the joint meeting between the Town Council and East Hartford Housing Authority. Ms. Kniep asked if the information is available could it be emailed to her or she would come into the office and review the documentation.

Ms. Susan Kniep said the other question relates to Bridgeport and she perceives that to be an open-ended contract since there are no costs attached. She asked if the Housing Authority has received any invoices from Bridgeport and if any of those have been paid. Further, if the Housing Authority has any contracts with the contractors that have been suggested in the letter agreement with Bridgeport and East Hartford Housing Authority she would like to receive those under FOI. She stated when the gentleman came and addressed the Town Council and has the Housing Authority received a bill for his services.

Ms. Susan Kniep stated that the Housing Authority has two Town liaisons and asked if they receive the Housing Authority's communications with HUD and Bridgeport and believes that should be kept in the Town Council office. It would be beneficial not only for the Town Council liaisons but for the other Town Council members.

5. FINANCE REPORTS

a. Payment Vouchers, July, 2012

Chairman Keating asked if there were any questions on the payment vouchers. In regards to the payment vouchers, there were questions asked and answered by Ms. Bouchard: #20163 Home Depot Credit Services and #20164 Home Depot Supply; #20137 Barry Associates, Inc.; #20200 ASHER PHA Finance LLC and #20175 Neopost New England.

b. Aged Commitments – AP, August, 2012

There was nothing under Aged Commitments – AP.

c. Aged Receivables, August, 2012

Commissioner Cook stated she will be meeting with the Finance Director to get a better understanding of this report.

d. Rent Collection Report, August, 2012

Chairman Keating said it looks good except for King Court, which is the lowest at 94%. Ms. Bouchard said it varies from month to month.

There was a discussion in regards to with the rent collection report. Ms. Cook stated it is a good report but when she compares it to the consolidated statement it does not appear to agree. Mr. Regan said that the vacancies also need to be counted in and that is the difference.

e. Monthly Actuals for Period Ending August 31, 2012

Commissioner Cook stated the Consolidated Operating Statement is for all the properties. Ms. Bouchard said yes. Commissioner Cook asked if HUD is aware of how well the Housing Authority is doing. Ms. Bouchard said yes and we meet with HUD every month and just recently they were reviewing our new fiscal budget.

6. CONSENT AGENDA

The motion was made by Vice Chairman Kate to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (September, 2012); b. Occupancy Report (August 1, 2012 to August 31, 2012); c. Section 8 Housing Voucher (August, 2012); d. Attorney's Report (September, 2012); e. Resident Services Coordinator Report (August, 2012) f. Minutes of Resident Advisory Board (RAB) for March 15, 2012 and g. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

a. Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: Miller Gardens Crisis Intervention – September 12, 2012; Outsource of Veterans Terrace Management; Labor Attorney was selected (Kainen, Escalera & McHale); Finished Financial Policies and Procedures – awaiting Board approval; Meeting Setup with East Hartford Police Department; Capital Fund 2006 Closeout; Met with Reverend Taylor from Agape Fellowship Church; Meet & Greet with Rochambeau Residents at their Community Room on September 17th; Sent repayment plan to HUD on August 16th; Senior Manager of Planning and Modernization; Will submit application for Flex Funds; Website Development; PHAS Score for FYE 2011 and SEMAP.

8. NEW BUSINESS

a. Review and Approval of the East Hartford Housing Authority Deferred Compensation Plan

The Board discussed the resolution in detail but informed staff that they need more information in order to vote on the deferred compensation plan. Mr. Regan explained it is just to make the current plan conform to the changes with the IRS regulations. This is an update to the language of the current plan. After further discussion, the Board agreed to table this item.

The motion was made by Vice Chairman Kate to table the approval of the resolution for the East Hartford Housing Authority Deferred Compensation Plan. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

b. Review and Approval of the Resolution for Veterans Terrace Predevelopment Loan Application to DECD

Ms. Bouchard explained in order to apply for the 4% tax credits there are some things that need to be done to submit that application. She stated the application to the state for \$250,000 is for

predevelopment funds which will be beneficial for the Housing Authority to start the process towards applying for the 4% tax credits and this is a resolution allowing her as the Executive Director to be able to submit the application. Commissioner Cook stated that the Housing Authority needs this resolution to go with the application. Ms. Bouchard said that is correct.

The motion was made by Vice Chairman Kate to approve the resolution for Veterans Terrace predevelopment loan application to the DECD in the amount of the \$250,000 as follows:

WHEREAS, pursuant to Connecticut General Statutes, Section 8-410 of the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and WHEREAS, it is desirable and in the public interest that the East Hartford Housing Authority make an application to the State for \$250,000 in order to undertake the Veterans Terrace Predevelopment application and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE East Hartford Housing Authority, Board of Commissioners:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Connecticut General Statutes, Section 8-410.
2. That the filing of an application for State financial assistance by the East Hartford Housing Authority in an amount not to exceed \$250,000 is hereby approved and that is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other document as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of East Hartford Housing Authority.

Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

c. Review and Approval of the Resolution for Burnside Avenue Predevelopment Loan Application to DECD

Ms. Bouchard stated this is the exact same thing but this is for the Burnside Avenue project which is the predevelopment funds to apply for the 4% tax credits for our office and the 20 replacement units. She explained further what the \$250,000 would be used for.

The motion was made by Commissioner Cook to approve the resolution for the Burnside Avenue predevelopment loan application to the DECD in the amount of the \$250,000 as follows:

WHEREAS, pursuant to Connecticut General Statutes, Section 8-410 of the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and WHEREAS, it is desirable and in the public interest that the East Hartford Housing Authority make an application to the State for \$250,000 in order to undertake the Burnside Avenue Predevelopment application and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE East Hartford Housing Authority, Board of Commissioners:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Connecticut General Statutes, Section 8-410.
2. That the filing of an application for State financial assistance by the East Hartford Housing Authority in an amount not to exceed \$250,000 is hereby approved and that is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other document as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of East Hartford Housing Authority.

Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

d. Review and Approval of the Financial Policies & Procedures

Ms. Bouchard explained that the Housing Authority had Asher PHA Finance come out and assist us on putting policies and procedures together for our finance department. They came in and interviewed various staff and started the draft of the policies and procedures. Ms. Bouchard said that her, Mr. Regan and other staff went through the guidebook and made corrections and sent it back to Asher PHA Finance. She explained that this is part of the recovery agreement.

It was noted that the Table of Contents does not match the text in the report.

Commissioner Cook said that she has not had an opportunity to review the whole policy and asked if this could be tabled. Ms. Bouchard said that would not be a problem and she will make sure the Table of Contents will be fixed.

The motion was made by Vice Chairman Kate to table the approval of the Financial Policies & Procedures. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

e. Election of Officers

The Chairman stated that the Board would like to hold the Election of Officers at today's annual meeting.

The motion was made by Chairman Keating to nominate James Kate as Vice Chairman of the Board. Commissioner Cook seconded the nomination. The motion was carried by the unanimous vote of the Board of Commissioners present.

The motion was made by Commissioner Cook to nominate Robert Keating as Chairman of the Board. Vice Chairman Kate seconded the nomination. The motion was carried by the unanimous vote of the Board of Commissioners present.

The motion was made by Commissioner Cook to nominate Prescille Yamamoto as Treasurer of the Board. Vice Chairman Kate seconded the nomination. The motion was carried by the unanimous vote of the Board of Commissioners present.

It was noted that the Secretary by Statute is the Executive Director.

9. OLD BUSINESS

There was nothing to discuss under Old Business.

10. EXECUTIVE SESSION

The motion was made by Vice Chairman Kate to go into Executive Session for the purpose of discussing pending claims and litigation (Madigan Matter) discussion of strategies and negotiations regarding same. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present to go into Executive Session. Also in attendance were Debra Bouchard, Executive Director; Joseph Regan, Finance Director and Ralph Alexander, Legal Counsel.

It was noted that the Executive Session would be held at the offices of the East Hartford Housing Authority, 546 Burnside Avenue, East Hartford, CT due to time constraints on the use of the conference room at the Town Hall.

There was a recess in the meeting for travel to the East Hartford Housing Authority offices at 5:43 p.m.

The Board reconvened the meeting and went into Executive Session at 6:00 p.m.

The motion was made by Commissioner Cook to come out of Executive Session. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present to come out of Executive Session at 6:59 p.m.

The motion was made by Vice Chairman Kate for the Board of Commissioners to authorize the waiver of attorney client privilege limited specially to allowing Attorney Bernard Jacques to testify at the Madigan trial as to the procedure that he recommended and that the board followed regarding the investigation and eventual termination of Mr Madigan, and further for the Board of Commissioners to authorize the waiver of the attorney client privilege allow Attorney Ralph Alexander testify as to the recommendation for proceeding with the imposition of the placement of Mr. Madigan and Mrs. Walsh on paid administrative leave and also as to the phone conference with Mr. Madigan at the time he was placed on paid administrative. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

There being no further business before the Board of Commissioners, a motion was made by Commissioner Cook to adjourn the meeting, which motion was seconded by Vice Chairman Kate and was carried by the unanimous vote of the commissioners present. The meeting was then adjourned at 7:01 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on September 19, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debra Bouchard".

Debra M. Bouchard
Secretary/Executive Director

DMB:bmp