

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' SPECIAL MEETING, SEPTEMBER 27, 2012

The Commissioners of the East Hartford Housing Authority held a special meeting on Thursday, September 27, 2012 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman Robert N. Keating at 6:02 p.m.

1. **ROLL CALL:** Vice Chairman James Kate
Commissioner James Patterson, Jr.
Chairman Robert N. Keating

Absent from the meeting were Commissioners Yamamoto and Cook.

Also present were: Joseph Regan, Finance Director and Brenda Pliszka, Executive Secretary/HR.

2. **Review and Approval of the Financial Policies and Procedures**

Mr. Regan explained that these are procedures which HUD wanted us to create for our internal financial policies and procedures. This will be an additional item that can be taken off the recovery agreement. Commissioner Patterson would like the Board kept abreast of how user friendly that system is. There was a brief discussion of the forms that are required to be completed for HUD.

The Board asked if there was anything in these policies that stand out that they should be made aware of. Mr. Regan said no.

The motion was made by Vice Chairman Kate to approve the Financial Policies and Procedures for the East Hartford Housing Authority. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present

3. **Review and Approval of the Operating Subsidy Calculation**

Mr. Regan said that the Board received three calculations one for each AMP. This is for the calendar year commencing January, 2013. He explained that these were the gross calculations for each AMP and the final number will be determined by HUD when they determine the proration factor for the upcoming year. In the past, it has been anywhere from 85 to 100% depending upon the year. The Chairman stated it has not been 100% for a long time. Mr. Regan stated that he heard that it is expected to be an 8.2% reduction. He stated what was presented to the Board is the maximum amount the Housing Authority could receive and HUD determines annually how much money they have and hope to have an approved budget by January. Mr. Regan said that the Housing Authority is well into our year before we know what the percentage will be. They advance the money based on what they believe the reduction will be and if it is higher we will get the difference and if it is lower we will pay it back in future payments.

The Board reviewed the statements and Mr. Regan answered questions they had.

They discussed the Resident Services Coordinator position and Mr. Regan explained it is an add on to the total which we receive funding for the position. We are one of the 10 Housing Authority's in the state who receives this funding and we are grandfathered in. The Board agreed she does a good job.

The motion was made by Vice Chairman Kate to approve the Operating Subsidy Calculation. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

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

The Board has received an entire copy of the plan. The Hartford sent over a summary of the changes which states what the new document includes such as all required legislative changes to date as well as all other plans, designs, options that may be selected. The only alteration is a new amendment that the staff can borrow from the plan and this was explained to the Commissioners. Attorney Alexander has reviewed the amendment.

Commissioner Patterson asked if the Housing Authority was giving a portion to the deferred compensation plan. Mr. Regan said no it is only the employee contribution.

The motion was made by Vice Chairman Kate to approve the East Hartford Housing Authority Deferred Compensation Plan Resolution No. CT013-87-09-2012. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

5. Review and Approval of Revision on Annual Plan to be Submitted to HUD

Mr. Regan said a couple of months ago the Board approved the Annual Plan and this is a revision to take care of the redevelopment that the Housing Authority is proposing which is #24 on page 2 which reads "Procure thirty scattered site units and redevelop our main office with 20 units of family housing and will utilize 50 vouchers out of the current Housing choice Voucher ACC to help subsidize the rent barring HUD approval."

It was stated that this plan was previously approved by the Board but we need approval again to submit it to HUD with the additional language.

The motion was made by Vice Chairman Kate to approve the Revision on the Annual Plan to be submitted to HUD. Commissioner Patterson 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 Vice Chairman Kate to adjourn the meeting, which motion was seconded by Commissioner Patterson and was carried by the unanimous vote of the commissioners present. The meeting was then adjourned at 6:22 p.m.

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I hereby certify that the above is a true and accurate record of the minutes of the special meeting held on September 27, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

Joseph L. Regan
Finance Director

JLR:bmp