

SUBJECT TO BOARD APPROVAL

COMMISSIONERS' MEETING, MARCH 20, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, March 20, 2013 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman Robert Keating at 5:08 p.m.

1. **ROLL CALL:** Vice Chairman Prescille Yamamoto
Commissioner James W. Patterson, Jr.
Commissioner John Carella
Commissioner Hazelann Cook
Chairman Robert Keating

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

2. **Approval of Regular Meeting Minutes, February 20, 2013**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the Regular Meeting of February 20, 2013. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners.

3. **REQUEST FOR ADDITIONAL AGENDA ITEMS**

Attorney Alexander stated that there are three items to be added to the Agenda. The first two items are under New Business: 8a) Consideration of the Amendment to the Section 8 Administrative Plan and 8b) Amendment to the Payment Standards for Section 8. The third item is under Executive Session: 10 b) Consideration of the Acquisition and/or Sale of property specifically the discussion of King Court.

The motion was made by Vice Chairman Yamamoto to approve the addition of the two items under New Business and the one item under Executive Session noted above to the Agenda. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners.

4. **PUBLIC COMMENT**

Ms. Kneip thanked Ms. Bouchard for the response to her FOI request but asked for a little clarification. Ms. Kneip asked questions regarding the services and billing of Bridgeport Housing Authority. Ms. Bouchard answered her questions.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, February, 2013**

Commissioner Cook asked questions regarding snowblowing and reimbursement of gear to do such activities. Ms. Bouchard went over what the contracts contained regarding this matter.

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: #21228 Debra

Bouchard and #21209 Town of East Hartford. The following items will be reviewed and reported back to the Board: #21257 Connecticut Natural Gas Corporation and #21276 Spark Energy Gas, LP.

b. Aged Commitments – AP, February, 2013

There were no comments on the Aged Commitments.

c. Aged Receivables, February, 2013

Ms. Bouchard stated that the Housing Authority has been receiving money on back balances from King Court and we have been entering into repayment agreements with those residents. Commissioner Cook asked if some of these can be written off. Mr. Regan said these are all vacant units. Ms. Bouchard noted that Veterans Terrace will have a reduction in outstanding balances because of the approved maintenance charges in December, 2012.

d. Rent Collection Report, February, 2013

The Commissioners discussed the collection of rents at Hutt Heights. Mr. Regan said it doesn't take much to shift the percentage since there are only 29 units it only takes one person to not pay their rent. The Commissioners commented about the rent collection rate at King Court was low. There was a discussion regarding the reasons.

e. Monthly Actuals for Period Ending February 28, 2013

There was a discussion on putting accruals for vacation and sick time on the budget.

Vice Chairman Yamamoto said in AMP 1 the Administrative Expenditures is almost \$5,000 over budget and it does flow through on the other AMPs as well. She also noticed that Hutt Heights was over last month on its water and wondered why that is happening. Commissioner Patterson stated there was a ruptured pipe there and was not sure if that could have been the problem.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (February, 2013); b. Occupancy Report (February 1, 2013 to February 28, 2013); c. Section 8 Housing Voucher (February, 2013); d. Attorney's Report (March, 2013); and e. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners.

Vice Chairman Yamamoto asked on the Occupancy Report we continue to have three vacancies at Meadow Hill and asked if there was any particular reason. Ms. Bouchard said she will check into that but stated from the maintenance standpoint there are two individuals that are out on medical leave and with the snow and the REAC inspections maintenance has been overtaxed to be able to flip units. She stated she will inquire to see if they are offline for 504 Compliance.

Vice Chairman Yamamoto asked if the Vacant Unit Turnaround report could be done in a larger font it is very difficult to read.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: King Court—5 proposals were received and they are currently under review with the selection panel; Community presentation will be held with the highest ranked proposals at the Cultural Center on April 2; Public Hearing will be held on May 8 with the DECD; All selection panel members have signed confidentiality agreements; DECD Commissioner has 45-90 days after presentation to inform us if they grant or do not grant the sale; We will present to the Board our best proposal for conditional approval; Veterans Terrace—still waiting for the commitment letter from DECD for the \$150,000 for predevelopment funds; Putting together a timeline as to what development will be done at Veterans Terrace; Will start engaging Resident participation at Veterans Terrace; This funding will aid the Housing Authority in getting into November's CHAMP funding opportunity and this will also help us apply for tax credits as well; PHAS Scoring—she explained how the scoring is done and as of this date on the physical inspection we received 37 out of 40 points and for the Capital program we scored a perfect 10; Emergency Planning—two applications were put in one for a generator which was approved and the other was to work with the Emergency Manager at the Town and getting supplies for our residents and that one was denied; Met with Emergency Manager and discussed how we could train some of our residents and there are people within CERT who would like to come out and train residents on how to prepare for an emergency and expects training to begin in April; Web Development has been worked on slowly and pictures were taken today for that and you can look at the website @ ehousing.com.

Ms. Bouchard reported on a letter she received from HUD in regards to sequestration. She said that she sent this letter to Rich Kehoe as well to let him know what we are facing as a Housing Authority. At this time they are stating our funding is going to be cut to 77% going forward to the end of the fiscal year. She said that we will also see cuts in Section 8 with our Admin Fees going down to 68%. Commissioner Cook said as a Housing Authority Executive Director and Commissioner she has been emailing all our Congress people in Washington.

Ms. Bouchard said that staff was looking at the funding levels for Section 8 and AMP 100 and AMP 200 and between those projects the Housing Authority is losing \$500,000 annually if they keep us at the current rate. She said for Section 8 it would look like a potential loss of 18 to 19 families off the program. Ms. Clarke said if that happens would you be preparing an amended budget so that you can see what is going to happen. Commissioner Cook said unfortunately no one is telling us anything. Ms. Bouchard said that this impacts everything such as employees who are working at the Housing Authority, services to the residents, etc. Commissioner Cook is looking at possibly going to a four day a week work schedule or having staff take furlough days. Ms. Bouchard said that HUD is already taking seven furlough days. Commissioner Cook said she is so upset with the President and Congress and stated no one seems to care.

8. NEW BUSINESS

a. Consideration of the Amendment to the Section 8 Administrative Plan

Ms. Bouchard said with the potential funding cuts HUD put out a guideline making sure our payment standards are low, no one is frauding the system, our rent is reasonable, we are not absorbing and various other things. The Housing Authority's normal payment standards based on Fair Market Rent (FMRs) is between 90 and 110% and currently we are close to 100%. She stated the reason we do this is so people can lease up. With the potential budget cuts, Ms. Bouchard said, we might have to drop 19 families off the program, last in first out. If that happens, HUD will ask us if we have followed all the recommended things they asked us to do in order not to impact the families. In order to lower our payment standards from 100% to 90% we needed to amend our Administrative Plan because it states we will only make a change in payment standards in October and we are doing this to make sure we are following the guidance HUD gave us. Ms. Bouchard stated that we will be coming back to the Board again in October/November for approval of Payment Standards after HUD publishes them.

There was a discussion if you can change the voucher size of families. Commissioner Cook said that they are telling us you need to go by the town's square footage.

The motion was made by Commissioner Patterson to approve Resolution No. CT013-92-03-2013 approving a change in the current language of the Section 8 Administrative Plan regarding the effective date of changes in payment standards which is currently once a year on October 1st. In addition to its annual re-evaluation on October 1st EHHA is requesting that any time during the fiscal year we may re-evaluate and change our current payment standards based on current and/or anticipated funding levels. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners.

b. Amendment to the Payment Standards for Section 8

The motion was made by Vice Chairman Yamamoto to approve Resolution No. CT013-93-03-2013 approving the decrease of the Section 8 Payment Standards due to possible funding shortfalls. Commissioner Cook seconded the motion and it was carried by the unanimous vote of the Commissioners.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

a. Discussion Strategy and Negotiations Regarding Collective Bargaining Matters with Unions

b. Consideration of the Acquisition and/or Sale of property specifically the discussion of King Court

The motion was made by Commissioner Cook to go into Executive Session for the purpose of discussion of strategy and negotiations regarding collective bargaining matters with unions and consideration of the Acquisition and/or Sale of property specifically the discussion of King Court. Commissioner

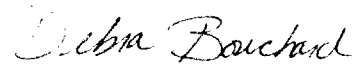
Patterson seconded the motion, it was carried by the unanimous vote of the Commissioners to go into Executive Session at 6:00 p.m. Also in attendance was Debra Bouchard, Executive Director, Joseph Regan, Finance Director and Ralph Alexander, Legal Counsel.

A motion made by Vice Chairman Yamamoto, seconded by Commissioner Cook and carried by unanimous vote of the Commissioners present, to come out of Executive Session at 7:14 p.m.

There being no further business before the Board of Commissioners, Chairman Keating entertained a motion to adjourn which was made by Commissioner Cook and seconded by Vice Chairman Yamamoto, said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 7:15 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on March 20, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard
Secretary/Executive Director

DMB:bmp