

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JULY 15, 2013 MINUTES

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Legassie, Commissioners Percoski, DeSousa, LeBorious and Burnham were present.

2. MEETING MINUTES OF:

Regular Meeting of June 17, 2013

Special Meeting of June 20, 2013,

The minutes of the Regular Meeting of June 17, 2013 were reviewed by all commissioners present. Commissioner Burnham requested page numbers be incorporated to all Board packages moving forward, and that the letters mentioned in the minutes be appended to the document. A motion was made by Commissioner Burnham, seconded by Commissioner DeSousa to accept the minutes as presented. The motion passed unanimously.

The minutes of the Special Meeting the minutes as presented was made by Commissioner Burnham and seconded by Commissioner DeSousa. The motion passed unanimously.

3. ADDED AGENDA ITEMS

Commissioner DeSousa motioned to include discussions of the Pilot Payment and Resident Services Coordinator Grant to agenda item #11 Old Businesses. Commissioner DeSousa moved to include a discussion of Millpond Village in New Business agenda item #12. The motion to add the above agenda items was duly moved and unanimously accepted.

4. FINANCIAL REPORTS

Certified Public Accountants Michael Maletta and Jason Geel of Maletta and Company were introduced to the Commissioners, Maletta and Company have been retained as auditors for the Authority for the two year period of July 1, 2012 through June 30, 2014. The Commissioners expressed interest in a review of current financial position and agency practices and procedures. Mike suggested that the Board define specific concerns and determine parameters of review.

Sandra Desrosiers presented a cumulative Profit and Loss statement for 7/1/2012-6/30/2013 and a check register detailing checking account activities for the final quarter of last fiscal year. Ms. Desrosiers reported that there were numerous posting concerns and that there would be adjusting entries to the end of year reports that would alter the current stated line items in the profit and loss statements. She and Ms. AbouAkar will continue to address the posting issues and present the corrected data in August. Commissioner LeBorious requested a Balance sheet listing active grants for August and details of the payment to Enfield Federal. Commissioner DeSousa requested verification that all contracted service providers receive 1099 forms annually. Ms. Desrosiers reported that to the best of her knowledge, that was the case for current residents that are contracted for services and that she too was contracted for six weeks of services and would therefore receive a 1099 and was not paid or implemented as an employee of the Authority. There was a discussion and concern expressed regarding the authorization of payment to employees who opted out of the Health Insurance coverage. Commissioner

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DeSousa requested that Ms. Desrosiers investigate the legitimacy of these transactions. The Commissioners did not move to accept the financial reports.

5. BILLS AND COMMUNICATIONS

Commissioner DeSousa read a letter that she received from a former employee requesting a Grievance Hearing. The Commissioners provided three available dates; Ms. Desrosiers will contact Attorney Needelman for his availability and schedule the Grievance Hearing.

6. REPORT OF THE TENANT ASSOCIATION – Carmilla Mills

The Tenant Association met July 9th. A pot luck supper was held that was well attended. Two more social events are planned, a cold supper on the 26th at 5:00 p.m. and a BBQ picnic. Tenants are very happy with the installation of the new front door with handicap accessibility.

7. REPORT OF THE TEMPORARY EXECUTIVE DIRECTOR

Ms. Desrosiers reported that the agency has much duplication of documents and transactions; she is working to streamline efficiencies and eliminate repetition. Ms. Desrosiers announced new hire Marisa Prior who will work as Executive Assitant. Marisa will work eighteen hours a week and will provide administrative and clerical duties as assigned by the Director. Ms. Desrosiers established an emergency broadcast system to open communications from the office to Commissioners and Residents. There are currently 5 vacant units, two will be occupied. There is a current waiting list of 27 applicants.

8. POLICIES AND PROCEDURES

No activity taken

9. RESPONSE TO PUBLIC COMMENT

Commissioner DeSousa provided the following responses to Tenant concerns raised in the June Regular Meeting:

The issues and concerns of the PILOT agreement with the Town will continue to be a priority for the Commissioners until it is resolved.

The Authority does employ residents as contracted employees. There is no longer an issue or concern of members of the same family as employees for the agency.

Darlene Kelly's employment with the EWHA has been terminated.

The Tenant Association Board was asked to contact the Board of Selectmen for concerns of tenant involvement in the selection of Housing Authority Commissioners.

Commissioner DeSousa will provide Robert's Rules of order summary sheets for residents as requested.

10. PUBLIC COMMENT

Jeanne Swickles #20: "I am concerned that our Tenant Commissioner, who is also the Chairman, was stifled by other BOD members when she tried to speak, she should have the right to speak." "Sandra should know that when the office door is open, all conversations in the office can be heard in the Laundry room."

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Denise Menard, Selectman for East Windsor:

The Town's attorney has received the requested FOI response from the HA's attorney regarding PILOT agreement. The Town has only received half of the \$26,000 payment for PILOT from the Authority. Sandra Desrosiers was introduced last week to the Department Heads at the monthly Department Head meeting. The Cooling center is open and staffed at the Senior Center from 9:00 in the mornings until 5:00 in the afternoons. Betsy Burns is back at work at the Senior Center. Renters Rebate applications were processed for Park Hill residents at Park Hill. The processor had issues with wifi connectivity while she was here. More appointments are scheduled for the 17th and 18th.

Nancy Spencer #79, Expressed concern regarding the laundry room doors.

11. OLD BUSINESS

PILOT PAYMENT – The Commissioners agreed to wait for a response from the Housing Authority's attorney regarding the Town's Attorney's letter before taking any further action.

RESIDENT SERVICES COORDINATOR (RSC) GRANT – Commissioner DeSousa asked if the funding for the RSC position for 2013/2014 had been received yet. Ms. Desrosiers said she did not believe that it had, but that it is typical to receive notice of support in August or September and that there are funds still available from 2012/2013 for ongoing costs.

12. NEW BUSINESS

STRATEGIC PLANNING - The Commissioners expressed interest in engaging in Strategic Planning to determine agency goals and measurable outcomes for the immediate and foreseeable future of the Authority. Ms. Desrosiers will compile some preliminary materials to begin the process and determine possible dates for these sessions.

CONN-NAHRO ANNUAL CONFERENCE – The conference offers educational/informational sessions specifically for Housing Authority Commissioners as well as networking and best practice sharing opportunities. Ms. Desrosiers suggested sending not more than two participants from the Authority, as the cost can be prohibitive. As Temporary Executive Director, Ms. Desrosiers will not attend the conference. Chairman Legassie expressed interest in attending the conference on the agency's behalf. No other Commissioner stated an interest or ability to attend this three weekday event.

13. ADJOURNMENT

Commissioner Percoski made a motion to adjourn the East Windsor Housing Authority Commissioners' Meeting at 9:22p.m.

Respectfully submitted,

Sandra Desrosiers
Recording Secretary

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