

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
SEPTEMBER 15, 2014 MINUTES

1. CALL TO ORDER AND ATTENDANCE

The Regular Meeting of the Commissioners of the Housing Authority of East Windsor was called to order at 7:00 p.m. by Chairman Burnham. Present were Commissioners DeSousa, Legassie, LeBorious, and Burnham.

2. ADDED AGENDA ITEMS - None

3. MEETING MINUTES: Regular Meeting July 21, 2104

Commissioner DeSousa made motion to accept the minutes of July 21, 2104. Motion was seconded by Commissioner Legassie – motion carried.

4. FINANCIAL REPORTS – July 2014 & August 2014

Commissioner Burnham made motion to recess at 7:12pm, Motion carried unanimously. Commissioner Burnham made motion to come out of recess at 7:16pm, Motion carried unanimously.

Motion made by Commissioner Legassie and seconded by Commissioner LeBorius to acknowledge financials, motion carried.

5. REPORT OF THE FIRST SELECTMAN - None

6. REPORT OF THE TENANT ASSOCIATION BOARD - None

7. PUBLIC COMMENTS

Richard F #5 – There's been a lot of interest in getting a Wii in here. We had one at one time and it has since disappeared. I heard the price has come down 30 – 40% also I found out we might get one for free from the town hall or the Rotary.

Sandy G #39 – You might want to contact Game Stop, they might have a refurbished one.

Paul D # - Are we allowed to use the pool table? Do we have to bring our own stick?

Sharleen C #57 – I wanted to go back to the carpet thing. I can't always lift my leg and I trip just on the little hump between the kitchen and carpet. I would love to have a rug at my sink, but I can't.

8. LEGISLATIVE BILLS AND COMMUNICATION

A. 4th Quarter Financials for CHFA

9. REPORT OF THE RSC - Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR – L. Collins - Hereto attached as Exhibit B

11. POLICIES AND PROCEDURES - None

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12. OLD BUSINESS

A. Vacancy on the Board

We are still looking for someone to fill the vacancy.

B. CL&P

Still waiting for CL&P to sign contract and start the replacement of the lights.

13. NEW BUSINESS

14. PUBLIC COMMENTS

Sharleen C # 57 – When the police officer was here he talked about going to visit the police department. Has anything been done about that?

Richard F #5 – I have brought this up before and I want to bring it up again – with the rugs

15. EXECUTIVE SESSION

A. Employee Personnel Policy

8:58 p.m. Motion made by Commissioner DeSousa to go into Executive Session to discuss the Employee Personnel Policy to include Executive Director Collins – 2nd by John Burnham – Motion Carried

9:15 p.m. Motion made by Commissioner Legassie to come out of Executive Session – 2nd by Commissioner LeBoriorous – Motion Carried

Motion made by Commissioner DeSousa to accept corrections to the Personnel Policy as presented – 2nd Commissioner LeBoriorous – Motion Carried

Note: Administrative Assistant to Executive Assistant where applicable and update to said Job Description.

ADJOURNMENT

Motion to adjourn duly made and approved at 9:17p.m

Respectfully submitted,
Marisa Prior
Recording Secretary

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EXHIBIT A

Resident Services Coordinator Report

August 2014

The August calendar from Park Hill and related informational flyers and upcoming activity sign-ups were posted to the Community board. Additionally, the current activities calendar for the Senior Center and Senior Café Nutrition menu were posted along with the Human Services activity calendar and related flyers were posted. I participated in the distribution/delivery of the monthly Park Hill Calendar to the households our residents and the distribution of the ice-cream social date and fire testing flyer. The intention of the distribution of information of on-going town events and activities of interest each month is to assist our clientele in the quest to be aware of programs and services available to them for little to no cost, and to assist our tenants to remain active and independent as possible.

During the month of August the RSC position was assigned the task of preparing the monthly Calendar provided to the tenants of Park Hill. The September 2014 calendar is reflected of such.

All regularly scheduled programs and activities provided in-house continues and are being enjoyed by our tenants. Residents are aware of the donated computer available in the community room and tenants are beginning to utilize this amenity. Tenants lacking computer knowledge or skills, tenants are being referred for free computer instruction through the adult education program and/or through local senior centers. We have also had the good fortune of locating a volunteer to assist and share their computer skills and knowledge to those in need. This volunteer is a resident of Park Hill and we could not be happier that everything has worked out so well!

Of highlight, during the month of August, was the Hairdressing Services (shampoo and cut) offered to tenants free of charge under grant monies previously secured. I scheduled and confirmed this service, held on August 25, 2014 with fourteen tenants availing themselves of this program. The Tenant Association held an Ice Cream social and was well received as well.

I was able to arrange a follow-up "Meet and Greet" meeting between the newly hired Town of East Windsor, Director of Social Services, Kristen Reardon along with the Social Service department staff members and our office staff at Park Hill. This was held on August 13, 2014. Introductions and an overview of our service provisional roles were discussed.

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Additionally, an invitation has been extended to Mrs. Reardon for a “Meet and Greet” for the residents of Park Hill in the upcoming month of September. This will be followed by a planned trip at the East Windsor Senior Center for a luncheon at the Senior Center’s Community Café utilizing the town’s Dial –A-Ride transportation system. This will take place in the upcoming month of September. We look forward to a good working relationship.

I have made contact with the Community Health Services to conduct an on-site educational outreach presentation on the State of Connecticut Supplemental Nutrition Program (SNAP/Food Stamps) and the HUSKY Health (medical insurance) program. The agency required that a formal written request be provided for the provision of assistance for their services. I have provided this for them along with a schedule of available dates to hold the informational outreach educational program. I am awaiting the selection of a date for this presentation. We hope to bring this to our residents during the upcoming month of October.

During the month of August, twenty-two letters were requested and issued for the local Food Pantry serving twenty-seven residents.

In the absence of the Executive Director and Assistant Director for a two day conference, I answered phones and offered assistance as needed.

I walk the complex daily, meet with tenants regularly, monitor services when applicable, and provide information and referral services.

Respectfully,

Laura J. Clynch, RSC

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EXHIBIT B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

September 2014

Management-

The 16th annual ConnNahro conference was held on August 24th- August 27th. Marisa and I attended on Monday, the 25th and Tuesday, the 26th. The theme was "Reinvesting in Housing and Communities for the Future." The workshops that we attended were very informative and beneficial for planning on improvements and the financial resources available to achieve our goals for Park Hill. As a follow up to the conference, our CHFA asset manager will be meeting with us to discuss various state funding programs that would be available for our needs.

I have been researching the application process in order for the Housing Authority to qualify for a nonprofit status. There are numerous forms and documentation that is required. As I work on this project, I will keep the Board informed.

Projects-

Power Washing-

Maintenance continues to power wash the sides of the buildings with the most mildew. This project is taking longer than anticipated; repairs and service requests are a priority.

Alarm Systems

The testing for the sprinkler head in the mechanical room is being scheduled.

TEC Control is working on a proposal for upgrading the fire alarm and call for aide systems for each building. They will be contacting the East Windsor building department to access original site plans regarding our underground wiring/cables. It is anticipated that there will be trenching for new wiring.

AC/Heating Units

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There has been an increase on service requests for the AC/Heating units for the apartments. They are approximately three years old and should be inspected and serviced before the winter. I am in the process of getting two quotes.

Other Matters-

Vacancies:

We are currently have one vacancy. Applicants on the waiting list are being notified.

House Rules

I have reviewed the House Rules and changed the format by categorizing and labeling the paragraphs. In addition there was repetitive and or confusing verbiage that I eliminated. At my next meeting with the residents, I will review the rules and answer questions.

Resident Updates

There is one legal issue for non -payment of rent.

Respectfully Submitted,

Linda Collins

Executive Director