

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
NOVEMBER 17, 2014 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners DeSousa, LeBorious, and Legassie were present along with Executive Director Linda Collins.

2. ADDED AGENDA ITEMS

Motion made by Commissioner LeBorious to add Unemployment to Old Business as item #12B, 2nd by Commissioner DeSousa

Motion made by Commissioner DeSousa to add the Police Dept. Tour to Communications as item # 5C 2nd by Commissioner LeBorious

Both motions carried unanimously

3. MEETING MINUTES:

The minutes of the Meeting of October 15, 2014 were reviewed by all Commissioners present.

Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of October 15, 2014 with the following changes:

Under the Report of the First Selectman, 2nd paragraph the word meant be corrected to met, under item #12A, the word acquire be corrected to pursue, adding under item # 14 – Public Comments, the Board discussed not having the haircuts in the kitchen. Executive Director Collins will look at alternatives for the haircuts, and under item #10 correcting 401C to 501c3. Motion was 2nd by Commissioner LeBorious, motion carried unanimously.

4. PUBLIC COMMENT

Commissioner Burnham asked everyone to use nice words when making public comments. We will try not to do the banter back and forth.

Commissioner DeSousa - It is important that we be careful how we word things, tonight's JI has us acquiring property.

5. LEGISLATIVE BILLS AND COMMUNICATIONS

A. RSC Quarterly Report - Acknowledged

B. CHFA Quarterly Report - Acknowledged

C. Police Dept. Tour – Commissioner DeSousa commented on what a phenomenal job the police department did with their building and how well human services did. The entire building has been re-done. They are proud of what they are doing and it shows.

6. FINANCIAL REPORTS – October 2014

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – D. Menard

First Selectman Menard discussed the Small Cities Grant, a list of what needs to be done at Park Hill was reviewed. Executive Director Collins will contact First Selectman Menard with specifics. The Board of Selectman are on board with the 7 acres. The next step is the town attorney. He will do a title search. The town is the proud owner of the South Rd/Phelps Rd parcel. I spoke with the town treasurer and there is a management fee to be collected. I spoke with John today and it would be appropriate to go in to executive session for that.

8. REPORT OF THE TENANT ASSOCIATION – Laverne Calsetta

Laverne reported that the meeting minutes are posted. We have a concern about the bird houses which Linda is going to address. They met with Kim from TOVAH and are working on the by-laws. Commissioner DeSousa asked if the by-laws were approved. Laverne stated that they were working on tweaking them.

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9. REPORT OF THE RSC

Hereto attached as Exhibit A – Commissioner DeSousa would like the report signed by the RSC.

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B – The Juvenile Review Board was discussed and Executive Director Collins will get back to the board with answers to their questions.

11. POLICIES AND PROCEDURE – None

12. OLD BUSINESS

A. Park Hill Rules – There was discussing regarding some of the rules. Commissioner Burnham made motion to revise the house rules and policy # 09-0010 to allow bird feeders 8 feet away from the building. Motion 2nd by Commissioner Legassie, motion carried unanimously.

B. Unemployment – To be discussed in Executive Session

13. NEW BUSINESS - None

14. Public Comment

Kathy Pippin – Woolam Rd – You brought this up before John about the way people talk in here. My issue is about a year ago, I never said anything, I was stunned that the president of the tenant association wrote a scathing thing in the JI. She never gave an apology to him. He was stunned. I would have thought the other members of the tenant association would go and say let's do something about this. You just don't do this. Maybe it's acceptable for some to tear someone to shreds in public. I am deeply hurt, the man has built his own business, his own home, good reputation, come up here thousands of times, many times to help people out and that women never made a single apologize to him. I've waited a year to say something, to see if something could be done I thought she should have been taken from her position.

15. Executive Session

A. Personnel Matter

8:27 p.m. Motion made by Commissioner DeSousa to go into Executive Session to discuss Personnel Matter and The South Rd/Phelps Rd Project to include Executive Director Collins and First Selectman Menard– 2nd by Commissioner Legassie – Motion Carried

9:55 p.m. Motion made by Commissioner LeBoriosis to come out of Executive Session – 2nd by Commissioner Legassie – Motion Carried

No action taken while in Executive Session

ADJOURNMENT

Motion to adjourn duly made and approved at 9:57p.m.

Respectfully submitted,

Marisa Prior
Recording Secretary

Exhibit A

Resident Services Coordinator Report

October 2014

The East Windsor Housing Authority Calendar was prepared for the month and delivered to each tenant's household. During the month of October, the RSC position was assigned the task of printing the EWHA monthly calendar. The November 2014 calendar was reflective of such. Informational postings of interest, including the Senior Center and Humans Service calendar, were also posted to the community bulletin boards. Programs and activities are being held as scheduled. Of particular highlight was the annual Flu Clinic and Educational Workshop for Food Stamp and Medicaid benefits.

Fifteen people participated in the annual Flu Clinic scheduled for October 14th provided through the Visiting Nurse Association. One referral was made to a resident to seek outside professional medical assistance for a health concern. We are fortunate to have the continued support services offered on-site by the VNA for our residents.

In 2013, the State of CT Department of Social Services introduced and launched a new system for processing benefits programs in an effort to streamline benefits received through the State. Paperwork was digitized and participants are now able to view, access, and keep track of their benefits files electronically. Still, tenants have expressed difficulty in understanding programs and associated requirements. As such, as stated in my monthly report of September 2014, a two-hour Educational Presentation, entitled "Supplemental Nutrition Program (SNAP) and Access Health CT Program (Medicaid) How to apply for and maintain your benefits", was scheduled and conducted on October 29th. Tenants received an overview of programs and with allotted time for a question and answer period and all attendees of this outreach received one-on-one assistance. Residents attending this workshop received a better understanding of the programs available to them and taught residents how to manage the necessary time-sensitive paperwork required. The availability of the recently donated public computer and printer will continue to be a convenient and valuable tool for tenants who may not own a computer and may take advantage of this amenity. I have also placed an informational brochure issued by the State of CT entitled "Guide to the Food Stamp Program", now referred to as SNAP, on the community bulletin board that will assist residents with answers to commonly asked questions. The brochure defines and outlines the program, recipient eligibility requirements and responsibilities, as well as providing locations of community health

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centers that the State has trained on-site SNAP outreach workers available to assist recipients of benefits.

Effective October 1, the Renter's Rebate Program for the State of CT has ended for the 2014 year. Since April 1, 2014 till present, tenants have been encouraged to apply for this one time yearly payment to renters who meet the financial eligibility requirements.

The holiday months can put a real strain on our resident's budgets and, with that in mind, I approached a local resident with the feasibility of offering the return of the Pet Pantry Program for our tenants. During the month of October, a sign-up sheet was posted and pet food items are being collected for those in need. Distribution of the food will occur during the early part of November.

The first Quarter Report for the Resident Services Coordinator Program for the 2014-2015 calendar year was completed and filed with the State of CT as required. The original is on file in the office of the Executive Director, Linda Collins.

In addition to meeting with tenants regularly and monitor services as needed, I met with a new tenant (Unit 49) who moved in this month. A welcoming packet was provided and I was able to orient her to services and programs available.

During the month of October, 25 tenants requested and received a Food Shelf/Food Pantry Voucher, serving 21 households. All residents were informed of the dates of the Bi-Monthly Mobile Foodshare Program.

Respectfully,

Laura J. Clynch

Exhibit B

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Executive Director's Report

November 2014

Management-

The annual audit was scheduled for the week of the November 17th but has been postponed due to the auditor's request for more documents and records that they require. The new date has not been selected yet.

There are three meetings scheduled regarding resident participation. The presenters are affiliated with CHFA and Conn Nahro. The dates and times are as follows:

- Wednesday, November 12th at 10:00am. Meeting is with current Tenant Council Officers.
- Friday, November 14th at 10:00am. Meeting is with all residents.
- Thursday, November 20th at 5:30pm. Training for the Commissioners.

Projects-

Fire Sprinkler System

There are five sprinkler heads in the community hall mechanical room. They have been tested by Tri City Fire Services and all are working properly.

A/C Heating Units

The AC/Heating Units for the apartments have been serviced by Nutmeg Mechanical in preparation for the winter months. The exterior of each unit was cleaned and inspected. No major issues were discovered. Our maintenance staff has cleaned all the filters.

Other Matters-

Non Profit Status

I have researched several resources for assistance with filing for the 501c3 status and the feedback that I have been receiving is that legal counsel is recommended for at least filing the federal and state forms. I contacted a local Attorney who would charge \$175 per hour. He could assist with completing the forms or at least review and make recommendations before filing. I have also contacted the Pro Bon Partnership located in Hartford. They provide advice

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and support for nonprofits and will assist with the filing for the nonprofit status. I will have more detail at the Board meeting.

Community Service

The Juvenile Review Board for East Windsor has contacted the Authority requesting that we would consider having local students complete community service hours at Park Hill. The students who are in this program have committed minor offenses, such as “stealing a pack of gum.” The hours would vary from a total of 5-15 hours and it would be exterior project only. It is my understanding that historically Community Service has not been permissible at Park Hill. I am asking the Board to please advise.

Vacancies

We are at 100% occupancy and no pending move outs.

Financial Update

The quarterly financial reports have been submitted to CHFA, Connecticut Housing finance Authority for approval and the Resident Services quarterly report has been forwarded to DOH, Department of Housing for their review.

Unemployment Issue

The appeal date for an unemployment claim filed by a former employee is still pending.

Respectfully Submitted,

Linda Collins

Executive Director