

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JANUARY 20, 2015 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. ADDED AGENDA ITEMS

3. MEETING MINUTES:

The minutes of the Meeting of December 15, 2014 were reviewed by all Commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of December 15, 2014. Motion was 2nd by Commissioner Chamenko. In favor - Commissioners DeSousa, Legassie, Chamenko, and Burnham. Motion passed.

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – December 2014

Commissioner DeSousa would like a footnote added to the financial reports regarding the line of credit available to the authority. Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – None

8. REPORT OF THE TENANT ASSOCIATION – None

Comments: Commissioner DeSousa asked about the By-Laws. Commissioner Legassie, Vice Chair for the Tenant Association, stated they were still waiting to get the final draft back from Kim P. and would share them once they do.

9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

11. POLICIES AND PROCEDURE – None

12. OLD BUSINESS

A. Assistant Treasurer Position – Tabled until audit is finalized.

13. NEW BUSINESS - None

14. Public Comment

Sandy G #39 – With all this ice out here, there has been no salt in between the cars.

Executive Director Collins will see that salt is spread between the cars.

Suggestion Box:

1. Garden Planters were approved but did not get made
2. How about a small fenced area to let dogs run and play

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15. Executive Session

B. Tenant Matter

Motion made at 7:24pm by Commissioner DeSousa to go into Executive Session to discuss Tenant Matter to include Executive Director Collins, 2nd by Commissioner Chamenko – Motion Carried. Motion made by Commissioner Legassie to come out of Executive Session at 7:39pm , seconded by Commissioner Chamenko. Motion was made by Commissioner DeSousa to approve the reasonable accommodation request for a resident to have his dog visit every other weekend and to give authorization to Executive Director to compose an agreement that the resident will sign and comply with. Motion seconded by Commissioner Legassie – motion carried.

ADJOURNMENT

Motion to adjourn duly made and approved at 7:40p.m.

Respectfully submitted,

Marisa Prior
Recording Secretary

EXHIBIT A

Resident Services Coordinator Report

December 2014

The East Windsor Housing Authority Calendar was prepared, published and delivered to each tenant's household for the months of November and December. Timely informational flyers were gathered and placed on our Community bulletin boards. This included "The German Club's Thanksgiving Dinner Event" held on Thanksgiving Day. This event welcomed others to join with them for the holiday as not to be alone. Other postings of interest included to our bulletin board were two free Community Educational program offerings by Eastern Connecticut Health Network entitled "Common Causes of Foot Pain" and "Advances in Cartilage Repair and Joint Preservation". Information regarding Free Mammograms and Pap Test Screenings Services being offered through ECHN for individuals with low income or underinsured was publicized as well. I regularly post the current monthly Senior Center calendar and Nutrition menu in addition to posting our town Human Service informational flyers. Community linkages and resources, as fore-mentioned, are wonderful opportunities for our tenants remain current to information and services available to address resident's needs, remain active and stretch their dollar a bit further.

Mindful of the upcoming holidays and associated strained budgets, I worked with Kara Barsalou, a volunteer, to arrange for a second Pet Food Drive this year held in early November. This program is a free community service provided on-site to our residents offering free cat, dog and bird food for those who were in need. I attended to the oversight and distribution of collected pet food items on the day of the event as the volunteer was faced with an unanticipated scheduling conflict. Twelve residents participated, with seventeen pets being provided food. The remaining unused pet food has been placed in my office for dispersal throughout the upcoming months for those in need and tenants have been availing themselves of needed food as seen throughout the month of December.

Our weekly exercise classes, entitled "Dancercise with Sara", kicked off November 17th and concluded on December 15th. Four tenants participated each week. Classes were offered free to our residents through previously secured grant monies.

I was invited by our Executive Director, Linda Collins, to attend a Training Workshop on November 14th to learn more about the roles and functions of a Tenant Association presented by Kim Pietrorazio. Those in attendance walked away with a better understanding of such. This session

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was open to all tenants and staff. I assist the Tenant Association's membership efforts with promoting awareness of the existence of the Tenant Association with new residents and with publicizing scheduled monthly meetings, activities, and events as evidenced via the EWHA published monthly calendar.

During the month of November, our monthly Health and Wellness Program with the Visiting Nurse Association was held with nine residents receiving free blood sugar screenings; seven residents receiving free blood pressure screenings; and four referrals were made to "Ask the Nurse" component of this program. For the month of December, five residents received free blood pressure screenings; two residents received blood sugar screenings; and no outside referrals for "Ask the Nurse" were required.

For the month of November, twenty-one letters were requested and issued by this office for the local Food Pantry program serving twenty-six tenants. During the month of December, twenty-two letters were issued for the Food Pantry, serving twenty –six residents. Tenants who applied for, and met eligibility requirements, for the 2014 Holiday Thanksgiving basket and Christmas basket were informed of the distribution pick-up date of November 21 and December 19th respectively. I assisted in arranging for transportation for a resident for the pick-up of their holiday basket as they had missed the due date of such.

I met with a new tenant (Unit 65) who moved in the month of November. A welcoming packet was provided and I was able to orient him to applicable services and programs available.

Respectfully,

Laura J. Clynch

EXHIBIT B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

January 2015

Management-

The audit has been completed. A Special Meeting with the Commissioners and the auditors from Maletta & Company is scheduled for January 21, 2015 to discuss the results. The final report will be submitted to the Department of Economic Community Development and the Connecticut Housing Finance Authority no later than January 31, 2015.

We recently purchased a 45 gallon "Justrite" storage cabinet for our flammable liquids as a follow up to our discussion during the last Board Meeting in order to be in compliant with OSHA guidelines. The cabinet was purchased from Home Depot Supply for \$719.00; included delivery. The cost would have been approximately \$100 more if we ordered it directly from the manufacturer. I also contacted the State Department of Administrative Services to inquire about previously owned state equipment and furniture. There were no flammable cabinets available.

Projects-

Small Cities Grant

In preparation for submitting the "Small Cities Grant" application for sidewalk improvements and upgrades to the building fire alarm systems, I received one estimate from a Civil Engineer to complete specifications for the sidewalk improvements. The cost for engineering and surveying services would be \$8,900. I have contacted an Electrical Engineer who will be submitting a proposal for the upgrades to our building fire alarm systems.

Security Cameras

I researched grants available through the Department of Homeland Security. Unfortunately, we would not qualify for this grant program. The funding targets populations who are considered vulnerable to terrorist attacks and other major disasters. I also researched "Safe Neighborhood" grants that are federally funded for the purpose of eliminating gang activity and gun violence in neighborhoods that have a history of consistent crime and violence. I will continue researching other options.

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Other Matters-

Non Profit Status

I contacted the IRS to request a letter verifying our tax exempt (non profit) status. We now have on file a “determination” letter describing that we are a government entity and exempt from Federal Taxes. This letter can also provide proof of our not for profit status when applying for grants.

Community Service

In my November report I mentioned that 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. Since my initial conversation with the Juvenile Review Board, I have made several attempts to connect with them to discuss questions regarding insurance coverage. I have not had any response. However, I have continued to clarify our current insurance coverage for volunteers and visitors. Our liability insurance covers visitors and volunteers. However, if we choose to have additional workers compensation coverage for volunteers the cost would be \$100 per year. There is no option for “volunteers” to be covered under our Worker’s Compensation Policy.

Vacancies

We continue to be at 100% occupancy with no pending move outs.

Unemployment Issue

Per the Connecticut Labor Department, the appeal date for an unemployment claim filed by a former employee is still pending and is anticipated to be scheduled within the next couple of months.

Respectfully Submitted,

Linda Collins

Executive Director