

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
AUGUST 26, 2015 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. ADDED AGENDA ITEMS –

Motion made and duly approved to add:
To New Business 13A – Filling Vice Chairman vacancy
To New Business 13B – Carpet Replacement and Cycle Painting
To Executive Session 16B – Pending Litigation

3. MEETING MINUTES:

The minutes of the Regular Meeting of July 20, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of July 20, 2015. Motion was 2nd by Commissioner Calsetta. All members in favor. Motion carried.

4. PUBLIC COMMENT –

Karen N. #73 – John, what happened about checking out the trees behind my house?
Executive Director Collins informed her that since it wasn't our property, she had emailed Len Norton and he was going to get back to her.

5. LEGISLATIVE BILLS AND COMMUNICATIONS

- A. RSC Quarterly Report
- B. RSC Year End State Report
- C. CHFA Quarterly Report

6. FINANCIAL REPORTS – July 2015

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – Dale Nelson, Selectman

Some of the reports that you get, we don't hear them, you make motions to pass them, but the content of the report, none of us are hearing. I don't mind taking notes, or getting a copy of them. I can't bring back to the first selectman all the good stuff that you are doing.

8. REPORT OF THE TENANT ASSOCIATION – Viola Andrews, President

Ms. Andrews discussed the legality of the Tenant Association. She stated that the association is open to any tenant. They have been called a social club, and yes, although they have hosted socials to bring tenants together, they also have done a lot of work. The association wrote by-laws and they have 5 officers. It took a long time and a lot of hard work. We want people to get involved.

It was asked if the minutes of their meeting can be incorporated in to the board packets, they will discuss it and let us know.

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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

A. Outdoor Grills 15-0001

Motion made and duly noted to recess at 7:48pm.

Motion made and duly noted to reconvene at 7:53pm.

Commissioner DeSousa made motion to rescind Policy #10-0004 Gas Grills and replace it with Policy# 15-0001 Outdoor Grills. Commissioner Chamenko 2nd the motion. All in favor. Motion carried.

12. OLD BUSINESS

A. 7 Acres *

B. PILOT *

13. NEW BUSINESS

A. Filling Vice Chairman vacancy

Commissioner Burnham explained vice-Chairman vacancy need to be filled. Commissioner Chamenko made motion to have Commissioner Calsetta fill the Vice Chairman vacancy. Commissioner DeSousa 2nd the motion. All in favor. Motion carried.

B. Carpet Replacement and Cycle Painting

Executive Director Collins did an analysis based on annual inspections and what she came up with based on a 5 year schedule for painting and a 10 year schedule for carpeting. She has 37 units that needed painting and 21 units in need of carpet replacement. It would cost approximately \$1000.00 per unit to have both done. Executive Director Collins is asking the board to approve an amount so she can move forward with this project. Commissioner DeSousa made motion for \$21,000.00 to be expended towards the carpet replacement and cycle painting. Longevity would determine order of completion. Commissioner Calsetta 2nd the motion. All in favor. Motion carried.

14. Public Comment –

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Viola A #25 – On the carpeting, there is going to be a lot of people who are not going to want to be displaced, when you send out the letter you should put in there that they have the option to have carpets cleaned instead of replaced.

15. Suggestion Box –

1. Why is the community room so cold? It is a waste of electricity.
2. I was wondering about a bench at the entrance, need a place to rest.

16. Executive Session

Motion to go into Executive Session at 8:20pm to include Executive Director Collins duly made and approved. Motion to come out of Executive Session at 9:00pm duly made and approved.

A. 2015/2016 Management Plan -

Motion made by Commissioner DeSousa and 2nd by Commissioner Chamenko to approve the revised 2015/2016 Management Plan as presented.

B. Pending Litigation - No action was taken on this matter.

ADJOURNMENT

Motion to adjourn at 9:01pm duly made and approved.

Respectfully submitted,

Marisa Prior
Recording Secretary

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Exhibit A

Resident Services Coordinator Report Month of July 2015

Department of Economic & Community Development Quarterly Report

The Resident Services Coordinator Program quarterly report was completed and filed with the State of CT for the 4th quarter without incident. The report was placed on file with the Executive Director.

Department of Economic & Community Development Year End Report

The Year End Narrative Report for 2014-2015 Resident Services Coordinator Program was completed and submitted to the State. This report is a requirement by the State of CT for continued funding for this position.

East Windsor Housing Authority Calendar

The monthly calendar for August was prepared, published and posted to the community boards. A copy was delivered to each tenant's household.

Community Based Services /Programs and Activities

For the month of July, community based services, programs and activities have been identified and this information was disseminated to tenants for the month via the ESHA monthly calendar and through announcements. Dates and times of services have been confirmed and publicized as well. I met with Tenant Association Social Director (member at large) to ascertain activities and events for this month and for the upcoming month of August publication for the ESHA calendar. During the month of the August, the Tenant Association is taking a break from their monthly Pot Luck Dinner and will resume with this activity in September.

During the months of June and July, I have met with Mary Pelletier, Wellness Coordinator with the Visiting Nurse and Health Services, to discuss and secure a date for Park Hill's Annual Flu Clinic. A date has been selected for October 13, 2015.

Community Based Services /Programs and Activities Continued

We also discussed the importance of having the existing services currently offered to our residents through the Health and Wellness Program (free blood pressure-blood sugar screenings) utilized more by our residents to ensure the continuation of these services. I have been actively encouraging residents to avail themselves of these on-site, free and convenient amenities. During the month of July, we had seven residents participate in the free health screenings which represented an increase in participation in the previous months.

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The Educational Program presented by Susan Wilk, a Senior Outreach Worker from InterCommunity Recovery Centers (ICRC) scheduled for July 27 drew six residents. An overview of the Agency's purpose and services available for individuals 55 and over were outlined. Educational material was disseminated; along with a Guided Imagery exercise was provided. A letter was sent acknowledging our appreciation of this free community service presentation.

Upcoming Programs and Activities

An Educational Presentation has been scheduled during the month of September. It will be offered free of charge for residents and will address over the counter medications and Medicine Safety.

Services and Referrals

Contact was made with two of our newest residents who moved in July 1. I introduced myself and the role of RSC. Follow-up visits was made, welcoming packets were assembled and distributed. Assistance was provided for requested needs and services and referrals made accordingly. Both residents were very pleased with their new apartments. Assistance was requested and provided to a resident for continued benefits on Medicare Savings Program through the State of CT Department of Social Services.

Services and Referrals Continued

Assistance was requested and provided regarding an overcharge of billing relating to contract dissolution of a previous service agreement.

A resident requested and was assisted with his Connect card activation status.

Dissemination of Substance abuse literature was requested and provided to a resident who was unable to attend the Educational Presentation held.

An assessment of eligibility for the Assurance Wireless Lifeline Program was provided for a resident.

Transportation rides and confirmation of pickup times were requested and provided for a resident for a doctor appointment and a grocery shopping trip.

Followed up efforts for needed health and financial assistance was made for a resident. The resident has not been responsive to assistance available and offered. The State of Connecticut case workers are involved. The need for Conservator services under consideration.

A resident requested information for aftercare services in place following a needed medical procedure. Assistance was provided as such.

Daily walk-abouts and home visits were conducted throughout the month.

The provision of the computer and printer for residents was made available (set-up/storage) during scheduled hours.

Respectfully

Laura Clynch,

Laura Clynch, RSC

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Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

August 2015

Management-

The Housing Authority was unfortunately not approved to receive funds this year through (DOH) the State Department of Housing Small Cities Grant program. Larry Wagner from Wagner Associates assisted us with the application process and said that typically reasons for denial are not given. However, he is pursuing answers from DOH so that we can correct any issues for the next submission in 2016.

The quarterly financial reports as of June 30, 2015 have been submitted to the Connecticut Housing Finance Authority and the Resident Service Coordinator quarterly report has been submitted to the Department of Economic Community Development.

I have registered for the Public Housing Management certification training in Hartford scheduled from Monday, October 19th through Friday October 23rd. Nan McKay associates will be conducting the training at the Hartford Housing Authority.

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Marisa Prior, our Executive Assistant will be meeting with a representative from Accounting Software Services to discuss in house training options for Quick Books. There is no charge for the initial consultation. If we find that this training would be beneficial, the cost would be \$100 per hour. Marisa is very knowledgeable with using Quick Books however; she needs additional training with a few functions and applications. The Authority continues to benefit from not having the expense of subcontracting a Fee Accountant.

We were informed by the Department of Housing that we need to reimburse \$9,059.74 for the Resident Services Grant awarded for the fiscal year 2010-2011. Their auditors discovered the discrepancy. Our records indicate that these funds were not expensed.

South/Phelps Road

Our Executive Assistant and I met with the First Selectman to discuss our first month of managing our new property. Over all, everything is going well. We reviewed the timing of the reports that need to be submitted to the Town on a monthly and quarterly basis. A delinquency report will be forwarded on a monthly basis and financials on a quarterly basis including receivables and payables, bank statements with a deposit summary.

Projects-

Community Hall Repairs-

The contractor completing the repairs in the Community Room due to the roof leaks will be able to schedule the work in September. As discussed at our last meeting, he will give us a price to attach a trim board around the perimeter of the portion of Community Hall with the tables for securing decorations. If the trim is affordable, thumb tacks and tape will no longer be allowed on the freshly painted walls.

AC/Heating Units

Maintenance has completed the bi annual cleaning of the filters for the AC/Heating units for each apartment. The cooling system for the Community Building was not working and needed service. The

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control board needs to be replaced and has been ordered. In the meantime the system is temporarily working. The cost is anticipated to be approximately \$500.

Other Matters-

The annual Conn Nahro convention will be held at Mohegan Sun on Monday August 31st and Tuesday September 1st. I will be attending with Commissioner Marie DeSousa and our Executive Assistant, Marisa Prior.

The Connecticut Housing Finance Authority has announced that it is changing the accounting system currently being used on the state portfolio properties. (Park Hill) The HUD multi-family accounting system will be used instead. There will be a session on this at the ConnNahro convention.

On July 30th, the Executive Assistant and I attended an all-day training sponsored by ConnNahro. The topic in the morning was "The Election of Tenant Commissioners" presented by the Connecticut Urban League Institution and for the afternoon the "Summary Process" was facilitated by the law firm Halloran & Sage LLP. Both trainings were very informative; especially in light of our recent election of our own Tenant Commissioner.

The annual Park Hill resident picnic is scheduled for Wednesday, September 23rd at noon. The staff will provide and cook hot dogs and hamburgers. The residents will be asked to bring a side dish or beverage. More information will be forth coming.

Policies and Procedures

I am recommending that the Policy for "Gas Grills" be amended to include charcoal grills as well and that they need to be located in the back of the building only.

Grant Application

I am waiting for the final approval from the Connecticut Housing Finance Authority regarding the Resident Grant program. Since submitting the application I have received documents to sign agreeing

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to the terms and conditions of the grant. The grant is for new Bingo equipment and Chair Yoga classes.

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins

Executive Director