

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2015 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. ADDED AGENDA ITEMS –

3. MEETING MINUTES:

The minutes of the Regular Meeting of September 21, 2015 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner DeSousa, to approve the minutes of the Regular Meeting of September 21, 2015 as presented. All in favor - Motion carried.

4. PUBLIC COMMENT –

Dale Nelson. – 51 Omelia Dr. – The community room looks great.

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – September 2015

Motion made to acknowledge financials, motion carried

7. REPORT OF THE FIRST SELECTMAN – None

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

Ms. Andrews reported that their meeting started at 10:00am and minutes were read by Secretary Laverne. She thanked the members for all of their commitment and hard work in getting the association to where it is today. The Executive Director had the Fire Marshall, Mr. Simpkins, out to speak to the resident regarding fire safety. He spoke about new alarm systems that would ring direct to the fire department. The subject of ramps at the back door of disabled tenants was discussed and will be researched. Executive Director Collins did inform the attendees that she is working on a grant for the sidewalks and fire alarms. Ms. Andrews reported the Bake & Craft sale scheduled for November 14th had been cancelled. They had not gotten a large enough response from the tenants for tables. On Oct. 10th the association held their pot luck breakfast and it was enjoyed by all who attended. The next scheduled event is October 30th, their Halloween potluck Dinner. A letter welcoming new tenants was read and voted on and accepted by all members in attendance.

9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

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11. POLICIES AND PROCEDURE

The Personnel Policy is being reviewed. The next meeting of the Sub-Committee will be November 10th at 7:00pm

12. OLD BUSINESS

- A. 7 Acres * - Commissioner DeSousa reported that she, along with Commissioner Calsetta and Executive Director Collins, met with First Selectman Menard. They are anticipating the transfer of the land to happen prior to November.

- B. PILOT *

13. NEW BUSINESS - None

14. Public Comment

Dale Nelson – 51 Omelia Dr – Nice job. I can't believe the money you guys have managed to put away, set aside, get everything paid. Fabulous. And thank you for all the reports because I can really see it now.

15. Suggestion Box

1. Why is the community room so cold?

16. Executive Session - None

ADJOURNMENT

Commissioner Calsetta made motion to adjourn at 7:32pm. Commissioner Burnham 2nd the motion. All in favor. Motion carried.

Respectfully submitted,

Marisa Prior
Recording Secretary

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Exhibit A

Resident Services Coordinator Report Month of September 2015

East Windsor Housing Authority Calendar

The monthly calendar for October 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 September, community based services, programs and activities have been identified and this information was disseminated to tenants for the month via the EWHA 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 in the upcoming month of October publication in EWHA calendar. The Tenant Association has resumed their once a month Pot Luck Dinner and have included a Pot luck Breakfast.

Nine residents took part in the free blood pressure screening offered through the VNA's monthly Health and Wellness Program for September.

On September 22, I participated in a Webinar training offered free of charge through the National Consumer Law Center entitled, "The Fine Art of Balancing Protection with Self Determination."

I participated and assisted with the annual picnic cookout held September 23.

The "Over the Counter Medications and Medicine Safety" presentation was held September 29th as scheduled. Topics of discussion focused on which medications increase fall risk; what should I do if I am taking a blood thinner; and what about over the counter medicines and side effects. Nine residents attended this educational program. A letter of was sent acknowledging our appreciation of this free community service presentation through the Visiting Nurse Association.

I attended an in-house staff meeting held Sept 30, 2015.

Upcoming Programs and Activities

Energy Assistance: Season begins October 2, 2015. Information for Assistance Programs available and Documentation required for Eligibility for this program (Energy Assistance Checklist) will be posted October 1, 2015 to the Community bulletin board. East Windsor Farmers' Market ended October 11.

Annual Flu Vaccinations: Park Hill's Annual Flu Clinic will be October 13, 2015. Flyers have been posted throughout Park Hill facility including the cost of the vaccine and insurance coverage for such.

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State Quarterly Report: During the month of October, I will be gathering the necessary service and statistical information required, and preparing and submitting the final report for the 1st Quarter for Resident Services Program.

With talks of the federal government shutdown throughout the last few months, there were some concerns by residents regarding the status of their benefits. As of September 29, the Department of Social Services SNAP (food stamps) webpage was updated for beneficiaries of this program assuring participants of continued and uninterrupted service. Benefits will be issued as normal as normal as the talks of the federal government shutdown has been postponed until December 1.

Services and Referrals

During the month of September, we had two residents pass away. I was able to meet with family members and assist as needed. I have closed their files and reported this information to the State as required. This month we have also have received two new residents; one on the 11th of September and the other on the 28th. I had the opportunity to connect with one of the two residents with a home visit. I introduced myself and role of RSC. As the other resident moved in so late in the month, I will schedule a home visit with the other resident in the upcoming weeks.

I continue to work with Case Managers through the State of Connecticut to ascertain the need for services to ensure independent living and compliance with housing and management regulations. Declining mental and physical health are the primary concerns involved.

I am also assisting a family member with information and direction for the possible appointment as guardianship for this resident.

An inquiry for assistance by a family member on behalf of a resident was made for the possible need of a home companion. A home visit was conducted and was decided by both parties involved that the resident was not ready for this type of service at this time.

An inquiry was made by a resident for eligibility for financial subsidy programs as result in a change of household income. Income and applicable programs were reviewed. A referral and appointment were made on the resident's behalf to the appropriate agencies, along with a referral to our town Human Services department.

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

I conducted daily walks through out the facility and home visits were conducted throughout the month.

Respectfully,

Laura Clynch,

Laura Clynch, RSC

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Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

October 2015

Management-

On Thursday, October 8th the East Windsor Human Services Department sponsored a Senior Health Fair at the Town Hall Annex. The Housing Authority was asked to participate and set up a table to promote housing opportunities at Park Hill. The Executive Assistant and I represented The Housing Authority and distributed brochures, applications and displayed pictures of the exterior and interior of Park Hill.

South/Phelps Road

The Housing Authority continues to process the land lease fees that we collect on behalf of the Town of East Windsor. I'll be requesting a meeting with the First Selectman the week of October 26th to discuss the first quarter financial reports.

Projects-

Eversource Energy Efficiency Program

The energy efficient upgrades to the interior and exterior lights are nearly completed. The remaining building flood lights will be replaced, as well as the ceiling lights in the Community Building hallway.

Fuel Costs

Our Executive Assistance was able to negotiate a lower price for our propane fuel that is used for the Community Hall and offices. It was \$2.78 per gallon. It was lowered to 99 cents per gallon. We should see a significant savings this winter.

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Other Matters-

Policies and Procedures

The Commissioners and Management staff has formed a committee to review our policies and procedures to ensure that they are current and in compliance with state guidelines. The first meeting was held on Tuesday, October 13th. Our plan is to meet monthly in addition to the regularly scheduled Board meeting.

Grant Application

The Housing Authority received \$3,804.88 from the Connecticut Housing Finance Authority Resident Grant program. With the funds, we purchased new Bingo equipment and Chair Yoga classes for our residents. The instructor is a licensed Yoga instructor and will be teaching the class at Park Hill once per week beginning November for one year.

Small Cities Grant Application

The First Selectman's office contacted me to ask if we were interested in applying for funds once again for improvements to Park Hill. We are definitely interested and will resubmit our application for fire alarm upgrades and laundry room renovations.

Critical Needs Funding

The Connecticut Housing Finance Authority has funding available for projects that would be defined as a need that is urgent and threatens the health and safety of the residents. I am working on an application for replacing the sidewalks. I am also working with CHFA to have the upgrades to the fire alarm systems be considered an urgent need. We would then not proceed with the funding for this project through the Small Cities Grant.

Vacancies

We currently have one vacancy and one pending as of October 31st.

Respectfully Submitted,

Linda Collins

Executive Director