

# **COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**JANUARY 19, 2011**

**The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Rebecca Parenteau, Maurice DeGraide. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.**

### **MINUTES:**

**Motion was made by Commissioner Parenteau and seconded by Commissioner DeGraide to approve the minutes of the December 13, 2011 meeting as presented. Motion carried with all in favor. Motion was then made by Commissioner Parenteau and seconded by Commissioner DeGraide to accept the minutes of the December 15, 2011 meeting as presented. Motion carried with all in favor.**

### **TREASURER'S REPORT:**

**After review of expenditures, motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to approve the Treasurer's Report as submitted. Motion carried with all in favor.**

**The Year To Date Financials show that, in Public Housing, reserves continue at the 90% level through the first ten months of the year. Receipts will continue on the positive end with the final 103% subsidy proration being distributed during the last quarter of the calendar year and total routine expenses are 2% below budget. In Section 8, receipts remain above budget, while still receiving only 90% of eligible fees. Prior to office renovation expense, the program continues to make a net profit of \$31,000.**

#### **EXECUTIVE DIRECTOR'S REPORT:**

**Construction Update: NRT Sidewalks/Paving. Julie is still awaiting final walkthrough with the contractor and engineer as well as application for payment from the contractor.**

**The HUD-202 closing was held on December 16th for the new housing developments and construction began on the 17th. The senior housing development is called Golden Ridge and will consist of two buildings with 17 units in each building. The final closing for the new tax credit development called Coventry Meadows was held on December 29th and construction is to begin on January 10th. Julie plans to provide quarterly construction updates to the Board.**

**The non-profit is planning a groundbreaking ceremony for Golden Ridge on February 22nd at 10 a.m. Senator Reed will be attending the ceremony.**

**Julie informed the board that she had the pleasure of swearing in the new officers of the Knotty Oak Village Tenants Association. Additionally, she attended the NRT Tenant's Association January meeting.**

**Commissioner DeGraide, Foreman Chatell and Julie met with a representative from Morton Buildings to discuss the use of their building product for a maintenance facility. Julie has asked Andrews Engineering to provide the Authority with a detailed sketch of the property limits between the Authority property line and new property line of Golden Ridge at the John O. Haynes site. This will provide an outline as to the capacity at this location, and when that information is received Julie will proceed with costs and funding sources.**

**Commissioner DeGraide, with the assistance of the Maintenance Department, has built a storage cabinet for housing the Authority main server and paper supply. Doing this project in-house saved the Authority over \$2,000. Chairman DiPadua thanked Commissioner DeGraide for his help on the project.**

**Ron Chatell and Christine Slick are attending the Procurement and Contract Management training that is taking place at the Woonsocket Housing Authority today, tomorrow and Friday. Cost for training is \$585 each person.**

**Julie included a list of Housing Conferences for 2011 and the NERC/NAHRO Journal for January 2011 in today's packet.**

#### **MAINTENANCE REPORT:**

**Julie stated that there has been a lot of overtime for snow removal. She informed the board that she received notes from tenants complimenting the job they did. Ray Plante was called to pile up snow with a pay loader in order to get it out of the way.**

#### **HOUSING REPORT:**

**Public Housing remained at 99% leased up. Section 8 leased up 98% of units and ended up with extra money not spent, which will get added to HAP money. Crossroads had a great year with only four turnovers and ended up with earnings of \$13,673.**

#### **RESIDENT SERVICE COORDINATOR:**

**Julie informed the board that this was a very busy month, having lost two residents. Deidre works with the families of these residents as needed.**

#### **FAMILY SELF-SUFFICIENCY:**

**Seven people are currently in escrow and two new contracts**

signed up.

Erin reports that the 'Tis the Season program was a great success and the annual FSS Holiday party was held on December 16th.

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**CORRESPONDENCE:**

- Thank you note for the staff and board Christmas dinner.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

**NERC/NAHRO Mid Winter Conference:** This conference will be held at Foxwoods Casino from January 24 – 26th, 2011. Julie would like to send two staff members at a cost of \$500.00. Motion was made by Commissioner Parenteau and seconded by Commissioner DeGraide to send two people to the NERC/NAHRO conference. Motion carried with all in favor.

**Health Insurance Renewal:** Chairman DiPadua explained that Commissioner Pasch had sent an e-mail to all board members because he had a work commitment that might keep him from attending the board meeting. He stated that he had reviewed the options and that Option 2 was his choice. Chairman DiPadua also

**stated that during his past employment, his company also went this route and he also feels Option 2 is the right thing to do.**

**At this time, a second roll call was taken to include the arrival of Commissioner Jalbert. After further discussion on the health insurance options, Commissioners Parenteau and Jalbert were also in agreement that Option 2 was the best choice.**

**At this time Chairman DiPadua called a recess to await the arrival of a representative from Gencorp. Upon arrival of Annie Simon of Gencorp, Chairman DiPadua called the meeting back in session at 5:10 p.m. Julie explained to Ms. Simon that the board had discussed the options and felt that Option 2 was the best choice. She asked Ms. Simon what needed to be done if the board voted on going forward with this option. Ms. Simon explained that if option #2 were chosen, paperwork would have to be filled out and a meeting held with employees. London Health will also have to get involved. Chairman DiPadua questioned whether there would be any hang-ups for employees during the transition and Ms. Simon said because the Authority is not moving from one company to another, there should not be a problem. She also stated that if there are any concerns, the Housing Authority could remain on the current plan for one more month and then make the switch but this would result in a higher cost to the Authority. A better plan is being provided to employees, however it is more consumer driven so everyone needs to take a bigger part in their health insurance. After further discussion, motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to approve Option #2 for the Health Insurance renewal.**

**Motion carried with all in favor.**

**At this time roll call was taken to include the arrival of Commissioner Pasch.**

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**Performance Evaluation – Executive Director: Julie explained that employee performance evaluations were done with all department heads and subordinates with final review done by the director. The average score of all employees was 46 and a total of \$5,500 was awarded bases on the evaluations. Julie is requesting that the Board complete an evaluation on the Director.**

**Julie reported that the non-profit had presented commendations to her and to Attorney Capaldi. Both Julie and Attorney Capaldi expressed that, although this work is part of their jobs, they both felt that it was nice to hear that all their work on the project was so appreciated.**

**Julie also informed the board that now that all health cost information is in, she will work on budget numbers.**

**There being no further business to discuss, motion was made by**

**Commissioner Pasch and seconded by Commissioner Parenteau to adjourn. Motion carried with all in favor.**

**GAIL T. WOODWARD  
RECORDING SECRETARY**