

COVENTRY HOUSING AUTHORITY

MINUTES

MARCH 16, 2011

The Vice Chairman, Rebecca Parenteau, called the meeting to order at 4:30 and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert and Paul Pasch. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present. Chairman DiPadua was not in attendance due to a death in the family.

MINUTES:

Motion was made by Commissioner Jalbert and seconded by Commissioner Pasch to approve the minutes of the February 16, 2011 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

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

EXECUTIVE DIRECTOR'S REPORT:

Julie reported that a final walk-through/punch list for the NRT Sidewalks/paving would be performed as soon as the weather breaks.

Team leaders were assigned at the February PHARI meeting to represent the first and second Congressional districts for Rhode Island for the visits to Congressional leaders during the March NAHRO Conference. Julie will be working with team leader, Mike Lyckland of the Warwick Housing Authority.

The groundbreaking ceremony for Golden Ridge was held. This great event was the culmination of over five years of work.

Ron, Maria and Julie attended a free training on blood borne pathogens sponsored by Beacon Mutual on March 2nd. Julie has secured this free training for the remainder of the staff to take place at the Authority on March 29th. An Exposure Control Plan to incorporate into the Disaster Plan Policy will be available at the next meeting.

On March 7th, Julie attended the Town Emergency Management committee meeting with the new Chief of Police, Col. Volpe. Julie requested that Mark Robitaille, the Safety Coordinator for the Town of Coventry, put the Housing Authority on the list for upcoming trainings provided by the Town.

The RI Department of Elderly Affairs has approved the Authority's application for grant funds in the amount of \$19,053 to install 24-hour video surveillance at the main entrances of each residential building at KOV and JOH as required by the governing rules

and regulations. The grant will cover 65% of costs with the remaining allocated to the Capital Fund program.

Julie stated that she had a visit from the general liability insurance carrier. They would like to have the Housing Authority develop a motor vehicle policy, which would include a motor vehicle records review. The Housing Authority does not currently do this. Included in today's packet is a report and recommendations from the general liability insurance carrier.

Christine and Julie attended a one-day training on the HUD Handbook 4350.3, which governs the 202 program. According to Julie, it wasn't exactly what she was looking for but the class served as a refresher in occupancy and eligibility requirements.

Information on the 2011 PHADA Annual Conference is included in today's packet. The conference will be held in New Orleans May 15th – 18th. This will be discussed under New Business.

MAINTENANCE REPORT:

This month's report still involves overtime for snow and ice but that will be decreasing now that it will be spring. Julie also requested that Ron expand the maintenance report as he goes along to include what he sees as capital needs as well as equipment and safety needs.

HOUSING REPORT:

Julie reported that in Public Housing there will be one more lease-up on Friday and then there will be a breather so spring-cleaning can be done. The Housing Choice Voucher numbers are being kept at approximately 278 for the year. It was a great month at Crossroads, with all rents caught up.

RESIDENT SERVICE COORDINATOR:

The Housing Authority is already reaching out through Deidre for when Golden Ridge is completed.

FAMILY SELF-SUFFICIENCY:

FSS has had a very busy month. Erin has been assigned to be the contact person for the Pawtuxet Valley Chamber of Commerce.

CORRESPONDENCE:

- Legal opinion from Attorney Capaldi regarding a question brought up at last month's meeting.

COMMITTEE REPORTS:

Julie reported that another meeting was held with the representative from Morton Building Products. A better placement has been identified for the facility. Morton is now preparing a cost estimate for a building 30 feet by 100 feet.

UNFINISHED BUSINESS:

Vice Chairman Parenteau questioned Julie about whether salary increases were going to be discussed. Julie explained that she still wants to revisit this subject but she would like to wait until Congress passes a budget.

NEW BUSINESS:

A) PHADA Annual Conference: Scheduled for May 15- 18 in New Orleans. Discussion was held among the board. No board members will be attending this conference.

OPEN DISCUSSION:

Commissioner Pasch asked Attorney Capaldi if he had a chance to go over the recommendations made by the insurance carrier. Discussion was held regarding this issue. Attorney Capaldi stated

that in the future this check could be part of the hiring process. He also informed the board that he would review this information.

Commissioner Jalbert questioned what would happen if one of the residents breaks the law. Attorney Capaldi responded that this would be a violation of their rental agreement.

Commissioner Jalbert questioned whether the Housing Authority is involved with essential records cards. Julie responded that although there is a charge for this process, Deirdre has representatives out once a year for anyone who wants to get one.

There being no further business to discuss, motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD
RECORDING SECRETARY