

COVENTRY HOUSING AUTHORITY

MINUTES

JUNE 15, 2011

The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Paul Pasch, Rebecca Parenteau, and 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 Pasch to approve the minutes of the May 18, 2011 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

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

The Year To Date Financials show that, in Public Housing, for the first four months the Housing Authority is in great shape. Utilities are over but will average out through the year. Maintenance expenses

are a bit over budget. Section 8 is breaking even. Funding for the calendar 2011 year is being based on the HUD 2010 fiscal year – October 1, 2009 – September 30, 2010.

EXECUTIVE DIRECTOR’S REPORT:

The Authority is days away from the Congressional mandated time allowance for HUD to provide information on CY 2011 funding allocations. This information will ease the anxiety of the unknown six months into the fiscal year.

Construction Update: NRT Sidewalks/Paving - Still waiting for Hartford Paving to return to finish the punch list items. Weatherization work – NRT: Window installation began on June 8th as well as installation of water saving devices. The Authority was approved for hand-held showers for all 96 units.

Trainings: The Maintenance Foreman and Public Housing Manager attended the statewide training on Hurricane preparedness. The Executive Director and Leased Housing Manager attended the IREM-sponsored three-hour required tax credit certification training held by RI Housing.

The Authority was informed of their receipt of the FFY 2011 FSS Coordinator grant through the local media and this has been confirmed with the attached HUD press release.

The Maintenance Foreman, the Public Housing Manager and Julie met with the A/E for the HUD-202, Golden Ridge to review unit layouts and amenities as well as answer any questions staff had regarding operation of units and property.

HUD has reformatted the Public Housing Assessment System (PHAS), which includes the Physical Assessment (PASS), Management Assessment (MASS), Financial Assessment (FASS), and now the Capital Fund Program (CFP) assessment. HUD has eliminated the subjective Resident Assessment (RASS). The scoring summary will now be defined as follows:

PASS 40 points

MASS 25 points

FASS 25 points

CFP 10 points

A comparison of prior PHAS points versus new PHAS points is attached for the board's reference.

Additionally, all housing authorities across the country, no matter what their HUD designation is, will be inspected during CY 2011. Because the CHA is designated as a High Performer, inspections were only required once every three years, however there will now be an inspection on July 5th and 6th.

Councilman Jendzejec stopped by the office to deliver a copy of the 2011-2012 Rhode Island government owner's manual for the staff and board.

MAINTENANCE REPORT:

Authorization for Saturday overtime for yard work has not been working out due to rainy weather.

HOUSING REPORT:

Public Housing still leased up at 99%, Section 8 staying at 100% leased up and everything is going well at Crossroads.

RESIDENT SERVICE COORDINATOR:

The Fiddle Fit exercise program is offered at Knotty Oak Village on Fridays. Included in today's packet is an article written about the program by Diane Crosby from the magazine Caring Years.

FAMILY SELF-SUFFICIENCY:

The SNAP nutrition program was a success. Each child took home a book bag, water bottle and handouts on healthy eating.

Two participants completed their CNA training and successfully passed the State Boards.

CORRESPONDENCE:

- HCV Cost Study Team**
- Residents thank you notes regarding new shrubs**

COMMITTEE REPORTS:

Building Committee: The maintenance facility project has been broken down into three phases – site, building and finish work. Crossman Engineering was hired to draw up construction plans and specs.

UNFINISHED BUSINESS:

A) Motor Vehicle Records Policy (tabled): Motion was made by Commissioner Pasch and seconded by Commissioner DeGraide to take the motor vehicle records policy off the table. Motion carried with all in favor.

Commissioner Pasch stated that the sentence at the top of page three states that “any infraction that includes driving under the influence shall result in termination of employment.” Commissioner Pasch felt that the proceeding paragraph covers this and would like the wording changed from “shall” to “may”. Attorney Capaldi did not feel that the proceeding paragraph covered the same thing because it states that the person receiving a DUI cannot drive. After further discussion, motion was made by Commissioner Pasch and seconded

by Commissioner DeGraide to accept the policy subject to this wording change. Motion carried with all in favor except for the Chairman who voted against the motion.

B) Sewer Easement – North Road Terrace (tabled): Attorney Capaldi stated that the status is the same – no response has been received from Paul Sprague. This item remained tabled.

C) Emergency Response Systems: Commissioner Pasch made a motion to remove this item from the table for discussion. Julie explained that Commissioner Jalbert, who could not be present today due to illness, called and stated that she would like discussion on this subject to wait until she can be present. Commissioner Pasch withdrew his motion pending Commissioner Jalbert's return.

NEW BUSINESS:

A) Section 8 Administrative Plan – HCV Program: This plan, which was prepared by Nelrod, has been reviewed and approved by Legal Counsel and is now ready for implementation.

Resolution 2011-03 introduced by Chairman DiPadua, read in full and considered: Resolved to adopt the Section 8 Administrative Plan. Commissioner Pasch moved that

the foregoing resolution to adopted as introduced and read, which motion was seconded by Commissioner DeGraide. All board members were polled and all voted aye.

B) One Strike Policy: This policy has been reviewed and updated by legal counsel. Commissioner Pasch stated that there is a type o on page 2 paragraph 3. It states that “There has been a one arrest...” The letter “a” should be removed.

Resolution 2011-04 introduced by Chairman DiPadua, read in full and considered: Resolved to adopt the revised “One Strike and You’re Out” policy. Commissioner Parenteau moved that the foregoing resolution be adopted as read and corrected, which motion was seconded by Commissioner DeGraide. All board members were polled and all voted aye.

C) NAHRO Summer Conference: This conference will be held in Louisville, Kentucky on July 28 – 30, 2011. No one expressed a desire to attend the conference.

D) Martha’s Vineyard Conference: Julie informed the board that there is one free registration from last year and she recommended approval for two people to attend. Motion was made by Commissioner Pasch and seconded by Commissioner DeGraide to approve two people to attend this conference. Motion carried with all in favor.

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

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

**GAIL T. WOODWARD
RECORDING SECRETARY**