

COVENTRY HOUSING AUTHORITY

MINUTES

JANUARY 18, 2012

The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Paul Pasch, Rosalie Jalbert, and Maurice DeGraide. Commissioner Parenteau was away. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to approve the minutes of the December 14, 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 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, reserves are up to 93.9% and routine expenses are 4% under budget.

Due to increased subsidy, the program was able to produce a net income to date five times greater than anticipated.

Section 8 remains 99.6% leased, earning maximum admin fees available. The current net income \$12,503 will be added to admin fee reserve at year-end. Commissioner Pasch questioned Julie regarding the amount budgeted for compensated absences, which has not changed to date. Julie explained that Dan does not decrease the amount until year-end.

EXECUTIVE DIRECTOR'S REPORT:

Julie wished the board a Happy New Year on behalf of the staff and thanked them for the holiday dinner.

The insurance carrier has approved repairs to the fire alarm equipment under Option 1 (\$42,850) to bring the KOV system back into code compliance. As voted by the board, Option 2 (\$62,000) will be carried out to upgrade the entire life safety system long term. Additionally, the Housing Authority will be reimbursed for all money associated with the fire watch. Julie just heard from Airhart and the work is complete and final testing will be done soon. If it is done on Friday of this week, Julie stated that she might still run the fire watch over the weekend.

Regarding JOH flooring, notice to proceed was signed on December 22nd and materials are on order. Work is estimated to begin next week.

The specs are complete regarding repair/replacement of KOV door

overhangs. A list is being compiled of those overhangs that are most in need of repair.

Operating subsidy eligibility was to be announced by HUD on December 15th. To date this notification has not been received, however the attached notification was received that indicates current proration projections will be 93% of eligibility. Coventry Housing has budgeted to receive 88%.

Included in today's packet are the FAQ's HUD provided regarding the new cash management procedures for HAP reserve accounts, as well as the first quarter disbursement summary calculation. HUD will retain \$152,996 of the Authority's \$331,778 Hap reserve. Coventry Housing's excess HAP funds will be held in the Treasury on behalf of each PHA until they are needed to support HAP payments.

Also included in today's packet is the PHM certification for employee Margie Munroe. Margie was able to attend the weeklong NAHRO Public Housing Manager training recently held in Warwick at no cost to the agency.

The minutes of the last meeting of PHARI are also included.

MAINTENANCE REPORT:

Julie reported that some overtime was worked at Crossroads and this was paid out of the Crossroads budget.

HOUSING REPORT:

Public Housing is 99% leased up for the year and the Housing Choice Voucher program is also currently 99% leased up. Julie explained that when applications were started for the new development there was a preference list that stated that first priority would go to households that were paying greater than 30% of their income for rent and utilities. Fifteen vouchers were issued during the month of January. There is one vacancy at Crossroads, however there is a waiting list to take care of this.

RESIDENT SERVICE COORDINATOR:

Julie reported that Deirdre's mother passed away in January. Julie sent a fruit basket on behalf of the staff and board.

FAMILY SELF-SUFFICIENCY:

There is one new graduate who received \$7,164 in escrow funds and is on the path to homeownership through the Homeward Bound Program. Three people are currently enrolled in the CNA program through the Town of Coventry.

COMMITTEE REPORTS:

Building Committee: Julie reports that Commissioner DeGraide, the Maintenance Foreman and she met with Crossman Engineering on site at NRT to discuss

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the placement of the new garage. Crossman had located two areas, which are being staked. Commissioner DeGraide also said that a couple of trees would need to be taken down. Ray Plante can dig out the stumps and test for ledge. He will come up with figures for excavation and suggestions for options if ledge is found.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Health Benefit Renewal: Renewal health benefits with Blue Cross have increased by 10% for a total cost of \$78,170.64. The other option would be to switch to United Health at a cost of \$80,968.38. Julie is recommending approval of the health benefit renewal plan with Blue Cross/Blue Shield. Motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to renew with Blue Cross for the year. Motion carried with all in favor.

B) Payroll Service: Julie explained that the Coventry Housing

Authority upgraded to PHA-Web tenant software, which does not include payroll service. Pricing was received from ADP for \$2085.14 annually for the life of the account and Paychex for \$2040.50 annually. Julie is recommending ADP based on recommendations from other Housing Authorities, customer service received and the savings with no cost increases for the life of the account. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to award the contract to ADP. Motion carried with all in favor.

C) Organizational Memberships: Julie provided the board with a list of annual memberships currently subscribed to by the Authority. Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to give Julie authority to renew memberships at her discretion not to exceed \$4,000. Motion carried with all in favor.

D) Performance Evaluation – Executive Director: Julie is requesting the Board to complete an evaluation on her performance for 2011. She also informed the board that she feels that information needs to get out to the community to make them aware of how much the Housing Authority does for the community.

OPEN DISCUSSION:

Commissioner Jalbert asked the board if they are aware of any disabled veterans. Habitat for Humanity is building a house and the

person who donated the land specified that a disabled veteran should use it. Julie will contact Providence Housing. HUD came out with vouchers for veterans only and Julie thinks that one of them is being used by a Coventry resident.

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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