

COVENTRY HOUSING AUTHORITY

MINUTES

MARCH 20, 2013

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

MINUTES:

Motion was made by Commissioner DiPadua and seconded by Commissioner DeGraide to approve the minutes of the February 20, 2013 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 Jalbert to approve the Treasurer's Report as submitted. Motion carried with all in favor.

FYE Financials have been submitted to HUD. Public Housing reserves were at 100.6%, income without the insurance settlement

was 4% higher than anticipated, total routine expenses were 3% under budget and non-routine expenses were high as they include all repair expenses for the three insurance claims during the year.

In the Housing Choice Voucher Program, the voucher lease-up rate for the year was 98%, the Authority received 97% of prorated fee to cover admin fees and salary and benefits were 10% over budget again due to mid-year versus full year lease up of new management portfolio units. Ending HAP reserve was 285k, which will be used to cover the decreased funding levels in 2013, and operating reserve (admin) remains healthy at just over \$100,000. These funds will also be used for any shortfalls in the 2013 funding allocations.

The Management Program produced a net income of \$24,909 without the full year lease-ups of all management units.

DIRECTOR'S REPORT:

Julie informed the board that due to the inability of Congress to reach a deal on a balanced deficit reduction, the President was required by law to issue the Sequestration order on March 1st. Julie discussed with the board the results Sequestration will have on the Public Housing Operating Subsidy, which will be 77% for the calendar year, the Housing Choice Voucher, which will be 94% for the calendar year, Admin fees, which will be 68.5% for the remainder of the calendar year and the Capital Fund programs. She also explained cost saving measures that are planned in light of these reductions.

Coventry Housing continues to await reimbursement for content damages for the flood of June 2012 and for the transformer replacements as well. Written conclusion has been received for all of the mitigation work regarding the flood.

RISE Engineering – JOH air/duct sealing and new exterior LED lighting is complete. KOV and NRT exterior lighting began this week.

GPNA RFP has been put on hold. It is rumored that HUD may hold off issuance of the Final Rule due to the time and dollars that will be necessary to complete this work.

Julie reported having an excellent Strategic Planning session with PHARI on February 28th. Much of the discussion involved consortium of services and products, bringing in private investment, being ahead of the curve and part of the solution and increasing strengths in statewide housing policy.

Julie has been nominated to serve on the upcoming Board of NERC/NAHRO for a four-year term. Elections will be held in May. If elected, she would be required to attend their two conferences each year.

The North Road Terrace Tenant's Association has received another \$1000 legislative grant, which they would like to use to purchase a computer. Julie is assisting them in coordinating wireless Internet service similar to what is available in the Knotty Oak Community Hall.

A group of RI Housing Authorities attended the NAHRO Legislative

Conference in March in Washington, DC. PHARI is again preparing an informational brochure to distribute to State legislators outlining the effects of Sequestration of the RI communities.

Everything is on track for the fifty-year celebration of the Coventry Housing Authority. Invitations are in the mail.

MAINTENANCE REPORT:

Julie reported that notes were received from tenants thanking the maintenance staff for the great job they did with snow removal during the blizzard.

HOUSING REPORT:

Public Housing has one vacancy that is being turned over and the Authority is receiving what was anticipated in rental income. The HCV program is down to 268 vouchers with 267 anticipated in April. Things are also going well with the Management Portfolio.

RESIDENT SERVICE COORDINATOR:

Deirdre attended an informative educational session on February 27th presented by the Leading Age RI on “Keeping Your Tenants, Residents and Staff Safe From Harassment.”

FAMILY SELF-SUFFICIENCY:

Erin reports that eleven FSS contracts are expiring this year and she is hoping to have a successful graduate this year.

UNFINISHED BUSINESS:

Smoke-Free Housing Policy: Julie reported that letters and surveys were mailed to all residents on March 4th with an expected return date of March 31st. She will be attending each of the April tenant meetings to discuss the anticipated policy and survey results and will report back to the board at the next meeting.

NEW BUSINESS:

A) Tenant Accounts Receivable; HCV: Julie reported that a former tenant stopped making payments based on a repayment agreement in June of 2010. All avenues to locate the tenant and pursue collection have been exhausted. The balance is \$2,969, the participant has been reported to the HUD EIV system in the Debts Owed Module and Julie is recommending that this account be written off at this time. Motion

was made by Commissioner DiPadua and seconded by Commissioner Jalbert to write off this debt. Motion carried with all in favor.

B) NRT Garage Designation: Motion was made by Commissioner DiPadua and seconded by Commissioner to have Commissioner Maurice DeGraide's name put on the new garage and have a dedication. Motion carried with all in favor.

C) PHADA Annual Conference: The Annual PHADA Conference is being held May 19-22nd in San Antonio, Texas. Julie is recommending that no personnel be sent to this conference. Motion carried with all in favor.

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

GAIL T. WOODWARD

RECORDING SECRETARY