

COVENTRY HOUSING AUTHORITY

MINUTES

APRIL 17, 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 Jalbert to approve the minutes of the March 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 DiPadua to approve the Treasurer's Report as submitted. Motion carried with all in favor.

EXECUTIVE DIRECTOR'S REPORT:

1) Insurance claim status update; the Authority is still awaiting reimbursement on two claims. There was also a stove fire in a unit at KOV. There was no fire damage but the unit was a mess due to soot because there was a plastic cutting board on the stove.

2) RISE Engineering: All contract work is complete. LED lighting is fantastic and will result in savings on utility expenses.

3) Phase II of the HCV Administrative Fee study will start on-site on Tuesday, April 9th. Data collection has already begun being collected remotely. Smart phone "Random Moment Sampling" has begun with five employees involved in the HCV program and will continue until June 4th.

4) According to FEMA regulations, RI has been declared a disaster for Blizzard Nemo. Costs for the blizzard can be submitted for 75% reimbursement. Approximate reimbursement to Public Housing is \$5,600.

5) Street sweeping of all properties took place on Monday, April 8th.

6) A teenager who is completing his requirements to earn the rank of Eagle Scout contacted the Authority. He made three, eight-foot picnic tables for residents use.

7) Commissioner DeGraide was able to get a Weathervane donated to the Authority for the new garage at North Road Terrace. It has been installed by the contractor. Julie thanked Commissioner DeGraide.

8) A meeting was held with the Town and State Board of Canvassers for the possible use of the NRT Community Hall for a special election on June 4th. The site has been approved by the State.

9) The Housing Advocacy groups (NAHRO, PHADA, CLPHA) have been meeting with the HUD Secretary in order to commit HUD in implementing reforms due to Sequestration. The reform list is included in today's packet of information.

10) Due to Sequestration and the lack of announcement of Capital Funds for 2013, Julie was concerned about completing the work of modifying the front entrances at KOV to be handicap accessible. The Authority has 40% of the project funds that will expire in August. Julie received notice that the Authority is going to receive funding of over \$100,000 for 2013 so this work can now go forward.

11) Plans are set for the 50th Anniversary celebration of the Coventry Housing Authority. A bus has been procured for residents who need this service. Four previous board members will be attending and mementos have been purchased.

12) At the last meeting for Emergency Training, Julie learned that there would be an all day training seminar. There is no cost and Julie is planning to send everyone for this training.

MAINTENANCE REPORT: No Discussion

HOUSING REPORT:

In Public Housing vacancies are being turned around. The Authority budgeted to receive 83% and is currently receiving 85%. In the HCV program, no vouchers are being given out. In the management program vacancies will probably come up as leases are up.

RESIDENT SERVICE COORDINATOR:

The Westbay Community Action provided residents of both sites an education on three of their programs for seniors living in independent living settings. Their programs included Medicare Fraud prevention, Lifeline Emergency Response demonstration and Keeping Seniors safe – a Tufts Health Plan Foundation grant program.

FAMILY SELF-SUFFICIENCY:

There were two families who were recently pre-qualified for mortgages and another two are currently under review.

UNFINISHED BUSINESS:

Smoke-Free Housing: 120 surveys have been completed and returned with 101 in favor of implementing a Smoke-Free Housing Policy. Julie attended both tenant association meetings in April. KOV had no comments or questions about the policy. At NRT, the

tenants had many questions about where the outside smoking would be allowed, who would be monitoring the policy and who would be responsible for disposal of used tobacco products. Julie spoke to the Department of Health and they are ready to begin holding cessation programs at no charge.

A work session will be held to review the draft of the Smoke-Free Housing Policy following the May board meeting.

NEW BUSINESS:

A) Post Issuance Compliance & Procedure Manual; Resolution 2013-02: The following resolution was introduced by Chairman Pasch; read in full and considered: Resolved to accept and implement the Post Issuance Compliance and Procedure Manual for the Coventry Housing Authority's Tax Exempt Debt as presented. Commissioner DiPadua moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner DeGraide and upon roll call the "Ayes" and "Nays" were as follows: Commissioner DiPadua- aye, Commissioner DeGraide – aye, Commissioner Jalbert – aye, Commissioner Parenteau – aye and Chairman Pasch – aye.

B) EIV Security Policy Manual Revisions; Resolution 2013-03: The following resolution was introduced by Chairman Pasch; read in full and considered: Resolved to accept and implement the EIV Policy

Manual for the Coventry Housing Authority as presented. Commissioner DiPadua moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert and upon roll call the “Ayes” and “Nays” were as follows: Commissioner DiPadua- aye, Commissioner DeGraide – aye, Commissioner Jalbert – aye, Commissioner Parenteau – aye and Chairman Pasch – aye.

C) EIV Policy for Management of HUD-202 properties; Resolution 2013-04: The following resolution was introduced by Chairman Pasch; read in full and considered: Resolved to accept and implement the EIV Users Manual for all HUD-202 properties managed by the Coventry Housing Authority as presented. Commissioner DiPadua moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Parenteau and upon roll call the “Ayes” and “Nays” were as follows: Commissioner DiPadua- aye, Commissioner DeGraide – aye, Commissioner Jalbert – aye, Commissioner Parenteau – aye and Chairman Pasch – aye.

D) Annual Meeting Date Change: Due to a conflict in schedules, motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to change the May board meeting date from May 15th to May 22nd at 4:30 p.m. Motion carried with all in favor.

OPEN DISCUSSION:

Commissioner Jalbert brought up discussion of the Emergency Response systems that residents are having installed. She explained that the residents need to know that if phone provider service goes out the residents will have no service to the lifeline.

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

GAIL T. WOODWARD
RECORDING SECRETARY