

# **COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**MAY 22, 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.**

### **ELECTION OF OFFICERS:**

**The first order of business was election of officers. Commissioner Jalbert nominated Paul Pasch for Chairman, which nomination was seconded by Commissioner DeGraide. There being no other nominations roll call vote was as follows: Commissioner Jalbert – aye, Commissioner DeGraide – aye, Commissioner Parenteau – aye, Commissioner DiPadua – aye. Chairman Pasch thanked the board for their support. Commissioner DeGraide nominated Rosalie Jalbert for Vice Chairman, which nomination was seconded by Commissioner DiPadua. There being no other nominations roll call vote was as follows: Commissioner DeGraide – aye, Commissioner Parenteau – aye, Commissioner DiPadua – aye, Chairman Pasch – aye.**

## **MINUTES:**

**Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to approve the minutes of the April 17, 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 Parenteau to approve the Treasurer's Report as submitted. Motion carried with all in favor.**

**The YTD financials for the first quarter show that in Public Housing, total routine expenses are 10% higher due mostly to remaining costs of the heating season. Salaries and labor are over due to Blizzard Nemo and a three-week pay month during the quarter.**

**Also, the Authority is still awaiting reimbursement from insurance claims.**

**In the HCV program, the Authority will take a hit in both HAP costs and admin fees with subsidies coming in at 94% and 70% respectively. 25% of HQS inspections have been done in-house in an effort to control costs.**

**EXECUTIVE DIRECTOR'S REPORT:****1) Insurance claims update:**

**Flood – the Authority has received the final proof of loss for contents, which is generally issued prior to check processing.**

**Transformer power – no actions to report. Julie stated that the insurance company is holding this up because they feel they need to prove fault. She has been pursuing this issue.**

**Unit kitchen fire – work has been completed and the tenant moved back to the unit. The resident and family performed cleaning of all personal contents. Julie has received the insurance check for this issue.**

**2) Phase II of the HCV Administrative Cost study continues with use of Random Moment Sampling with smart phones for five employees.**

**3) FEMA relief application has been submitted for costs related to Blizzard Nemo. A total claim of approximately \$7,500 was submitted with an expected reimbursement rate of 75%.**

**4) The entire office staff and Maintenance Foreman attended the RI Emergency Management Agency training on “Active Threat & Workplace Violence.” The training was free and notes are attached for the board’s reference. Discussion was held regarding problems**

**Julie has been dealing with in the family development property.**

**5) Two members of the Maintenance Department attended a Roto-Rooter Technical Seminar on May 16th. Seminar included effective basic plumbing, job safety education and customized in-housing plumbing tips including toilet repairs, faucet repairs and water heaters. It was sponsored by IREM at a cost of \$50 per person.**

**6) The 50th Celebration was a huge success for the Authority and for residents. Several cards of thanks came in to the office and costs for the celebration will be borne by the Management fee account.**

**7) Included in today's package is the Annual Report for 2012 highlighting the Authority's programs and impacts on the community. Also included is the April NERC Journal.**

**MAINTENANCE REPORT: No Discussion**

**HOUSING REPORT:**

**Vacancies are quiet in Public Housing. The HCV program is down to 265 vouchers. In the Management portfolio, there have been vacancies but they are being leased up.**

## **RESIDENT SERVICE COORDINATOR:**

**The Alzheimer's Association provided an educational program on "Ten Things to Know about Alzheimer's. It was held on April 15th and was well received by the residents.**

## **FAMILY SELF-SUFFICIENCY:**

**The Comprehensive Community Action Program came out in April to offer the Financial Stability Program to the clients. This is a budgeting program that assists families who have trouble managing finances and help them re-establish relationships with banking institutions if they have had outstanding fees or negative balances. The speaker explained many difference methods for families to make changes and to pay down debts.**

## **CORRESPONDENCE:**

**- HUD – SEMAP; FYE 12/31/2012**

## **UNFINISHED BUSINESS:**

**Smoke Free Housing Policy: Tabled – work session to follow meeting.**

## **NEW BUSINESS:**

**A) Limited English Proficiency (LEP) Policy; Resolution 2013-05. HUD has directed all federally assisted housing programs to develop and implement plans to improve access to programs by addressing the needs of eligible persons who cannot fully and/or equally participate due to their limited English proficiency.**

**Resolution 2013-05 was introduced by Chairman Pasch; read in full and considered: Resolved to accept and implement the Limited English Proficiency Policy for all federal programs managed by the Coventry Housing Authority. Commissioner DiPadua moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Upon roll call the “Ayes” and “Nays” were as follows: Commissioner DiPadua – aye, Commissioner Parenteau – aye, Commissioner DeGraide – aye, Commissioner Jalbert – aye and Chairman Pasch – aye.**

**B) Bed Bug Prevention Policy; Resolution 20013-06: HUD has provided guidance in Notice 2012-17 on the growing problem of bedbugs and has developed prevention and proper elimination guidelines.**

**Resolution 2013-05 was introduced by Chairman Pasch; read in full and considered: Resolved to accept and implement the Bed Bug Prevention Policy for all federal programs managed by the Coventry Housing Authority. Commissioner DiPadua moved that the foregoing resolution be adopted as introduced and read, which motion was**

seconded by Commissioner Jalbert. Upon roll call the “Ayes” and “Nays” were as follows: Commissioner DiPadua – aye, Commissioner Parenteau – aye, Commissioner DeGraide – aye, Commissioner Jalbert – aye and Chairman Pasch – aye.

C) NERC/NAHRO Annual Conference and Ad: Julie has been nominated to serve on the Executive Board for a four-year term. The travel requirements include quarterly meetings; two at each of the NERC conferences (Feb and June) and the remaining two held at Norwood Housing Authority in New England. Julie is seeking approval to attend this year’s Annual Conference and to continue support by placing a 1/3 page ad at a cost of \$75. Motion was made by Commissioner DiPadua and seconded by Commissioner Parenteau to send Julie to this conference and to pay for the \$75 ad. Motion carried with all in favor.

D) Housing America Fundraiser: NERC/NAHRO is once again sponsoring a Housing America Fundraiser at the Pawtucket Red Sox on June 2nd. Julie is recommending the purchase of five tickets at \$8 each to support the fundraiser. Motion was made by Commissioner Parenteau and seconded by Commissioner DiPadua to support the fundraiser and to allow one of the participating families the opportunity to attend. Julie explained that the participating children are already covered. Commissioner rescinded her motion.

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

**GAIL T. WOODWARD  
RECORDING SECRETARY**