

COVENTRY HOUSING AUTHORITY

MINUTES

JULY 17, 2013

The Chairman, Paul Pasch, called the meeting to order at 4:30 p.m. 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 Parenteau to approve the minutes of the June 19, 2013 meeting with a correction to the second sentence under the Open Discussion section to read “The mail truck and the UPS truck are doing drop-offs and then making a u-turn to get out of the development.” Motion carried with all in favor.

TREASURER’S REPORT:

After review of expenditures, motion was made by Commissioner DiPadua and seconded by Commissioner Jalbert to approve the

Treasurer's Report as submitted. Motion carried with all in favor.

The Year to Date Financials show that Public Housing reserves are at 93% through the first five months prior to receipt of insurance refunds. Insurance claims are 44% of the non-routine expense. The receipt of the insurance claims will put the Authority well over 100% reserves and vulnerable to a HUD recapture of funds. Julie will be contacting a nursery to discuss and get pricing for landscaping improvements at the JOH, KOV and NRT properties. Total routine expenses are .5% under budget.

In the Housing Choice Voucher program, admin fees continue to be hit hard due to 70% HUD admin fee funding and the decrease of vouchers leased due to the sequester of HAP funds. Costs are being controlled and the Authority is only 1.5% over budget through the first five months. Six vouchers that were on hold have been released.

The Management Fee Account continues to produce excess non-restricted income after expenses.

EXECUTIVE DIRECTOR'S REPORT:

1) Insurance claims status update:

Flood – Coventry Housing Authority is in receipt of 95% of claim loss - \$44,700.54; the remaining 5% is on its way.

Transformer power – Testing has been finalized by the insurance carrier. The claim has been settled and paid in full in the amount of \$111,010.50.

FEMA made contact on 7/8/13. They plan to finish their review and approval on this day and process the check for reimbursement.

2. The NERC/NAHRO conference was well attended and Julie enjoyed good sessions regarding maintenance, budget cuts, reasonable accommodations, etc. Julie was introduced as an incoming Board of Director. The Coventry student who is a part of the Authority's program won the Middle School poster contest and this poster is now on its way to the national committee in DC.

3. Julie reported that the Authority was successful in reallocating remaining unused funds in Capital Fund 2011 (\$70K) and \$100K from 2012 Capital Funds in order to move forward with the modifications of building front and unit front entrances at Knotty Oak Village in order to provide accessible entrances. Work will begin during the later part of July and Commissioner Degraide has been notified for any oversight he may wish to provide on the project.

4. Disclosure of information letters were sent to 29 residents on June 26th.

5. The 2013 fiscal year budget was approved without increases for the Authority staff. Julie is not recommending any budget revisions at this time to incorporate salary increases due to sequestration.

6. The Smoke Cessation Program for residents will begin on July 16th on Tuesdays and will run for nine consecutive weeks. The Smoke Free Housing program will be implemented on September 1st.

7. Early in April, 2013, HUD committed to providing housing authority regulatory and administrative relief due to the effects of sequestration. Information regarding this is included in today's packet. Also included is the NERC Journal.

MAINTENANCE REPORT:

Maintenance has been doing a lot, cutting shades, etc. Ron will be doing a more extensive report, which will include all of this work.

HOUSING REPORT:

Julie reports that all is well and there have been minimal vacancies this year. HCV for June is at 263; there are fifteen families not being helped. Management units leased are down to 108. The problem is that to get a voucher you need to live in town for one year. Some families were from Providence and they will be taking their vouchers and returning to Providence.

RESIDENT SERVICE COORDINATOR:

NRT, Golden Ridge and JOH residents have been coming to the Community Hall to compete in Wii Bowling Challenges. There are two more scheduled for the coming months.

FAMILY SELF-SUFFICIENCY:

An FSS Homeownership workshop was held in June. Dean de Tonnacourt of Keller Williams spoke about the Home purchase process and Denise Warburton of Coventry Credit Union spoke about the mortgage process from application to closing.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Resolution 2013–08; Safeguarding EIV/UIV Data: The following resolution was introduced by Chairman Pasch; read in full and considered: Resolved to accept the changes to the EIV Policy of 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. 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.

OPEN DISCUSSION:

Commissioner DeGraide stated that when going out of Manchester Circle, there is a scrub bush behind the one way sign that makes it difficult to see. He asked if it could be cut down to improve visibility.

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**