

COVENTRY HOUSING AUTHORITY

MINUTES (amended)

AUGUST 21, 2013

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

The first order of business was election of officers. Commissioner Jervis nominated Robert DiPadua for the position of Chairman, which nomination was seconded by Commissioner Parenteau. Commissioner DeGraide nominated Commissioner Jalbert for Chairman, which nomination had no second. Motion carried with all in favor for Commissioner DiPadua for Chairman.

MINUTES:

Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to approve the minutes of the July 17, 2013 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 YTD Financials through June 30, 2013 show that in Public Housing, reserves remain healthy at 91%, with total routine expenses level to what was anticipated in budget prep. Extraordinary maintenance expense line items include incurred insurance claims expense.

Housing Choice Voucher lease up rates continued to decline through June to accommodate the automatic cuts enforced with sequestration, however with only a \$30,000 YTD decrease in HAP reserve through the first six months, vouchers are currently being issued to bring the program back to full lease up of 278 vouchers.

In the management program, approximately \$9,500 has been added to the reserves for the first six months of the year and this will continue with the continuing lease ups of managed units.

EXECUTIVE DIRECTOR'S REPORT:

1. Insurance Claims Update

a) Flood – All paid in full

b) FEMA – Town of Coventry has received notice – hopefully will be paid in full.

2. Smoke-Free Housing will be implemented on September 1, 2013. A reminder notice was placed in the August newsletter and will be in the September newsletter. Cessation programs continue each Tuesday with only one drop out to date. Surveys were mailed out for Golden Ridge after a conversation Julie had with a member of the Housing Associates board who lives at Golden Ridge.

3. Underground utility markings should be complete the week of 8/19 and construction will begin at the same time on accessible ramps at KOV. Julie reported that they began to cut some of the walkways today.

4. Julie will be procuring proposals for the replacement of flooring and common area painting in the remaining four buildings at North Road Terrace.

5. Julie reported that there are currently twelve cases of potential program fraud being investigated in the HCV program. She will be hiring a private investigator.

6. The Public Hearing for the Annual Plan will be held prior to the monthly meeting on September 18th. Appropriate notifications have been made.

MAINTENANCE REPORT:

Julie reported that overtime was used because there were four vacancies at the Meadows. This time will be charged to the Meadows.

HOUSING REPORT:

Public Housing will only be funded at 82%, however the program was budgeted for 80%.

The HCV program still has \$85,000 in reserves so five more vouchers have been issued. There are currently 251 vouchers issued out of 278.

In the Management portfolio, 106 out of 113 units are leased. People who have lived there for one year are taking their vouchers and moving back to where they previously lived.

RESIDENT SERVICE COORDINATOR:

Deirdre is working on the smoke cessation program. Signs have been ordered. Discussion was held regarding locations for smoking and also cleanup.

A thank you note was received from the Project Linus program for the blankets made by the knitting group.

FAMILY SELF-SUFFICIENCY:

The FSS contracts for eight households will be expiring in 2013. Most will be extended, however Erin hopes to have a few graduations to celebrate before the end of the year.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Resolution 2013-09; CFP 501-13: Julie informed the board that HUD is giving the Housing Authority \$214,661.00 for the FYE 2013 Capital Fund. Resolution 2013-09 was introduced by Chairman DiPadua; read in full and considered: Resolved to accept Capital Fund Amendment number 20 and the Annual Statement Parts I and II for CF 501-13 as presented. Commissioner Jalbert moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Parenteau. Upon roll call the “Ayes” and “Nays” were as follows: Commissioner Jervis – aye, Commissioner DeGraide – aye, Commissioner Parenteau – aye, Commissioner Jalbert – aye and Chairman DiPadua – aye.

B) NERAMS Maintenance Training: Julie recommended sending two maintenance people to this training. It will be held on October 1st – 3rd in North Conway and funds are available. Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to send two maintenance workers. Motion carried with all in favor.

C) NAHRO National Meeting: Julie recommends sending two people. There is a \$420 credit on file and there are travel funds available. Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to send two people. Motion carried with all

in favor.

OPEN DISCUSSION:

Commissioner Jalbert brought up discussion about the possibility of Commissioner Jervis attending the conference that will be held on Martha's Vineyard. Julie will try to get him registered subject to confirmation by the board.

Commissioner DeGraide requested that anyone who attends a conference return to the board with a written report so that the board will have the same information. Suggestion was made that the packets handed out at these conferences be copied upon return and distributed to the board. Commissioner DeGraide would like this to become a policy.

Commissioner Jalbert stated that she had dinner with the Maintenance Director of the Woonsocket Housing Authority, who informed her that there are currently 75 vacancies in Woonsocket because some tenants moved into a new assisted living facility.

Commissioner DeGraide suggested that a thank you of some kind be sent to Paul Pasch for his service on the board.

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

GAIL T. WOODWARD

RECORDING SECRETARY