

COVENTRY HOUSING AUTHORITY

MINUTES

April 16, 2014

The Town of Coventry Housing Authority met in regular session on Wednesday, April 16, 2014 at the North Road Terrace Community Hall on Mulhearn Drive, Coventry, RI. The meeting was called to order by the Chairman, Robert DiPadua at 4:30 p.m. and the following commissioners were present: Dave Jervis, Rosalie Jalbert, Maurice DeGraide, and Rebecca Parenteau. Julie Leddy, Executive Director, and Arthur Capaldi, Legal Counsel were also present.

MINUTES:

Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to approve the minutes of the March 19, 2014 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

Motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to approve the Treasurer's Report as

presented. Motion carried with all in favor.

EXECUTIVE DIRECTOR'S REPORT:

The status of the current open projects was reported:

- Calson Corporation; KOV – 4/7 doing a walk through with Engineer for final punch list. Striping of roadways; installation of speed bumps and punch list to be complete by 4/30.**
- Certa Pro; KOV – common area painting has begun with a completion date of 4/30. Many thanks from residents in just the first two buildings. Upon completion, will also strip and wax floors.**
- Exterior Building Entrance Doors – NRT; architect is preparing specs for bid**
- Spring work is also being scheduled including installation of screens on storm doors, power washing of most buildings, entrance sign repairs or replacement; replace trash area fencing, etc.**
- Street sweeping took place 4/3 and 4/4 at all properties.**

The Authority is currently turning over a high volume of vacancies in both the public housing program and the management portfolio.

Applications for the Maintenance position remains open until 4/18.

The Authority continues with two persons out of work in this department and have brought in a temp to assist the department.

On March 25th, Christine, Deirdre, and the Director attended a training on Smoke-Free Housing enforcement sponsored by the RI Department of Health. There were several useful tools and information presented at the meeting to assist the Authority in the on-going enforcement of this new policy.

Coventry Housing Authority is issuing vouchers to the last 15 applicants on the waiting list for a Housing Choice Voucher on April 4th. Additionally, the Authority is opening the wait list for this program on Wednesday, April 9th. This waiting list has not been opened since 2010. Over 2000 applications were given out on the first day!

Coventry Housing has received the renewal funding notification for the HCV program. Coventry Housing Authority will receive \$2,031,223 plus use of our reserves (\$76,814). 2014 funding was prorated at 99.7% of eligibility and will allow us to maintain full lease up of the 278 vouchers allocated to our Agency. Additionally, set-aside funding has been applied for under the allowable category – Portability. The average HAP costs for the Agency port-out vouchers increased during 2013 and HUD will perform the calculation of eligible, additional funding.

Coventry Housing has procured a commercial cleaning company to clean and sanitize the main office of the Authority. This firm

completed a large “spring” cleaning which included the washing of all windows and blinds as well as carpet cleaning and all general cleaning. The service will include a once a week cleaning of all furniture, floors, bathrooms, and blinds and sills and will take place on Tuesdays from 7-8:30 am for minimal staff interruption. The amount of paperwork produced at the office is HUD-required, but astronomical and the amount of dust associated with this processing of paper enormous. The monthly fee for the weekly service is \$165 and a portion of the fee will be paid by the Management Fee account as an expense of providing the property management services to those developments.

The Director attended the HUD Fair Housing Training on April 8th and it was a very informative training. The first half of the day was focused on design and construction. For any housing buildings built after 1991 (four units or more) from the ground up, or buildings with elevators are subject to the Fair Housing standards; any housing units built prior, are not subject to the same standards. Fair Housing standards would only apply if there was “substantial rehabilitation” of the original buildings or if additions were made to the original buildings. The second half of the day discussed the other key factors in the Fair Housing Act which applies to all housing transactions regardless of when the housing was constructed; these factors require accommodations and permission for modifications that meet the needs of people with disabilities. A good reference material was provided as well.

The Director also attended the NERC/NAHRO Executive Board meeting on 4/9. Meeting notes are as follows. There are a few vacancies left on Standing Committees and the President will be reaching out to all board members who are not yet signed on to a committee. Fall Board meeting will be held at Potowamut Country Club. Summer conference is looking for additional vendors and will also be holding Commissioner training sessions as well as additional training sessions before/after the conference dates. Discussion took place on best ways to reach out to NH representatives for attendance at conferences, i.e. offering scholarships and/or video conferencing. Several of the NH and ME housing authorities are extraordinarily small. NAHRO is working with Home Depot to redefine and revamp the Gifts in Kind program. RI Housing America night will take place June 13th at the Pawtucket Red Sox game. 50% of the sales of all tickets will go to Housing America. RI has also taken the lead in reaching out to other AA teams to do similar functions across the country. Housing authorities are encouraged to reach out to vendors for donations for ticket purchasing. The 2014 Scholarship is out with deadlines to submit of May 2nd. The 2014 Poster Contest has begun with posters due June 1st.

Coventry Housing has been meeting with a software company for the management of Maintenance and the work order system. This software utilizes current technologies to improve the Authority's productivity in this department and includes software to consistently

monitor the REAC inspection module.

The Director reported that during 2014, Coventry Housing Authority will have 1 employee attain 5 years of service, 1 employee attain 10 years of service, and 2 employees attain 15 years of service. This is a great example of the administration of this Authority. Discussion took place regarding recognition of service and this will be discussed further at the next meeting. Discussion also took place that business cards should be made for the Commissioners.

The Director also reported the President's 2015 budget has been announced which is in conflict of the Budget set by Congress in January.

MAINTENANCE REPORT:

Maintenance continues to be short two staff persons and temps have been brought in to assist in the numerous unit turnovers and completion of work orders. Overtime has been authorized to assist in the turnover of vacant units.

HOUSING REPORT:

Leasing for Public Housing is at 99% for the first three months. Units

are becoming vacant rapidly, and turnovers are being completed within the HUD standards. Rental income is 102% of budget and first quarter subsidy is at 99% of budget. Voucher leasing dropped slightly to 97% in the Housing Choice Voucher program and the Management Portfolio remains leased at 99%.

RESIDENT SERVICE COORDINATOR:

Report was reviewed and the Director commented on the outreach to the residents of North Road Terrace offering grief support from Home & Hospice. The residents of that property have experienced a higher than usual loss in residents.

FAMILY SELF-SUFFICIENCY:

Two participants are in the search for purchase of a home and 8 participants earned their CPR certification.

CORRESPONDENCE:

The Authority (Keeper of the Records) has been subpoenaed for records regarding electrical repairs from the year 2000 to present. The Authority's insurance carrier is attempting to subrogate the loss incurred in the fire alarm system to National Grid.

NEW BUSINESS:

A motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to appropriate funds to send two persons from the Authority to the PHADA Annual Conference taking place June 1-4. Motion carried with all in favor.

OPEN DISCUSSION:

Commissioner Jervis reported that the monument being created in memory of past Commissioner Jacques is nearly complete. The Authority will look at Memorial Day or Flag Day dates to commission the placement of this memorial on the Clock Tower property at the corner of Rt. 3 and Sandy Bottom Road in conjunction with the Town of Coventry. Commissioner Jervis to verify ownership of that parcel of land.

EXECUTIVE SESSION:

None.

There being no further business to discuss, a motion to adjourn the meeting at 5:20 p.m. was made by Commissioner Jervis and seconded by Commissioner Jalbert. Motion carried with all in favor.

Julie A. Leddy

Executive Director / Secretary