

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

OCTOBER 15, 2014

ROLL CALL

The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert, David Jervis and Rebecca Parenteau. Julie Leddy, Executive Director was also present. Chairman DiPadua thanked Commissioner DeGraide for filling in to sign checks for him this week because he was in the hospital.

MINUTES

Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to approve the minutes of the September 17, 2014 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT

Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to approve the Treasurer's Report as presented. Motion carried with all in favor.

The Year to Date Financials through 8/31/2014 show that Public

Housing revenues continue to exceed the budget at a rate of 3% and reserves are at 62.6%. Administrative, resident services and general expenses are 4% under budget and non-routine expenses will remain over budget for the year due to snow removal and several capital items performed out of operations versus Capital Fund due to reductions in Capital Fund appropriations.

In the Section 8 program, lease ups pushed forward to 96%, with 100% being achieved in September. HUD has reconciled the increase in admin fee proration from 75% to 79%.

The Management program remains efficient and the Authority is looking at an increase of \$15,000 to the non-federal reserve fund account.

DIRECTOR'S REPORT

Julie said that the staff was wiped out last week attempting to prepare for the Congressional visit that didn't happen. Julie received calls from five different offices and there were approximately 80 calls and fifty emails. The visit was because Coventry has the number one FSS program in the State and after all the preparation, the visit was cancelled 24 hours before it was scheduled. Late yesterday afternoon, Julie received a voicemail from the HUD Secretary's Chief of Staff who wanted the phone numbers of the four participants because they wanted to set up a meeting with President Obama on his visit tomorrow. When Julie returned the call, they apologized again for canceling the visit and Julie told them that she would have

to contact the FSS participants because she couldn't give out their phone numbers. Julie called the participants and three of them said they would accept a phone call from the Secretary. The Secretary was going to call the three participants at 11:30 today. Julie received an email saying that the phone calls would be delayed because there was a tornado watch in DC. The Secretary could not make the call but the Chief of Staff was going to directly call the three participants by the end of business today and offer them two general admission tickets to

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wherever President Obama is speaking tomorrow. Commissioner Parenteau, who is one of the three participants, said she had not received a phone call as of this time. Julie called HUD in Providence to ask them to leave the Authority alone.

Projects

- 1. NRT entrance doors and hardware have been ordered with a 5 - 6 week lead time. Installation should begin mid-November. Julie spoke to the contractor today, and he needs the master key system so everything can be keyed to the master.**
- 2. Replacement of trash area fencing is expected to begin on Thursday.**

Vacancies (as of 10/1)

a. Public Housing 1

b. Management Portfolio 3

General

The 2015 Capital Fund formula is being calculated and Coventry Housing Authority anticipates receipt of a bonus due to its High Performer designation.

The Authority has received their final obligations for Public Housing Operating Subsidy for CY 2014 in the amount of \$301,069. Final obligation is 88% of Coventry's eligibility and 3% greater than budget.

The federal fiscal year began October 1st. A short-term Continuing Resolution was passed by Congress and signed by the President that continues appropriations through December 11th. When Congress returns on November 11th what will be the issue is how to allocate funds already approved in the final bill for 2015. This could cause short-term or long-term continuing resolutions for the remainder of the federal fiscal year. Julie feels that the Authority will not know their numbers until March or April.

Julie has completed the submission of the Authority's public housing property characteristics and utility account numbers to the RI

Benchmark program - WegoWise. She is awaiting final determination of which properties will be selected to participate in the benchmark program. Julie will be introducing the pilot program to the Executive Directors at their October meeting.

The Authority successfully took over the administration of one voucher in West Warwick.

Julie attended the quarterly meeting of the NERC Executive board. NERC is very active in securing local trainings on the HUD programs for the benefit of members as well as a source of revenue for NERC. NERC is also focusing on increasing its membership in the rural New England communities.

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Warren Housing Authority will be celebrating their 50 Year anniversary and will be combining this celebration with a Housing America event on October 20th. The RI Executive Directors Association will attend with a table setup.

The Maintenance Department has been removing air conditioning

units at KOV and installing storm door windows at Knotty Oak, Golden Ridge and North Road Terrace. In addition, there have been four move outs in Public Housing that are being turned over and the annual inspections of public housing units, grounds and systems will take place October 29th - 31st.

Julie has been contacted by the Town of Coventry that the sewer tie-in for a new development behind North Road Terrace will begin the week of October 13th. The work will take less than two weeks and the Authority will be made whole. All residents have been notified as it will affect their rear visitor parking area and one rear trash area.

A flu shot clinic will be held at Knotty Oak and North Road Terrace on October 14th.

Julie requested that a work session be held, possibly the second week of November, for discussion of the budget.

MAINTENANCE REPORT

- Julie reported that the maintenance staff has been preparing for winter.

PUBLIC HOUSING

- Rents are ahead of schedule and the units are staying leased up

HCV LEASING REPORT

- Now at 100% and hope to get to 102% by year end

MANAGEMENT PORTFOLIO REPORT

- Staying over 95% leased up

RESIDENT SERVICE COORDINATOR

- Presentation given on detection, prevention and extermination of bed bugs

FAMILY SELF-SUFFICIENCY

- no report this month

CORRESPONDENCE

- grant received for FSS position

UNFINISHED BUSINESS - None

NEW BUSINESS - None

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OPEN DISCUSSION

Chairman DiPadua asked Julie if Skype is the upcoming thing, does the Coventry Housing Authority have this equipment. Julie responded that she does not see Coventry involved in this and that this would be used more for regional authorities that do not attend meetings that are a distance away.

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

GAIL T. WOODWARD
RECORDING SECRETARY