

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

DECEMBER 17, 2014

1. Roll Call

The regular meeting of the Coventry Housing Authority was called to order on Wednesday, December 17, 2014 at 4:30 p.m. by the Chairman, Robert DiPadua, and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert and David Jervis. Julie Leddy, Executive Director, was also present.

2. Approval of Minutes

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

3. Approval of Treasurer's Report

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

a. Year to Date Financials

In Public Housing, revenues continue to exceed the budget at a

rate of 3%, with reserves held at 61.7% and total routine expenses fell to just 1% over budget.

In the Section 8 Program, lease ups continue to push up to 100%, allowing the Authority to earn the maximum prorated administrative fee and expenses are less than 1% over budget.

The Management Program continues to increase the Authority's unrestricted reserve balance (currently at \$20,915).

4. Director's Report

Projects

1. NRT building main- front/rear entrance doors. Installation is complete; contractor will return to paint the doors and interior trim.

Vacancies (as of 11/1)

- a. Public Housing 2
- b. Management Portfolio 8

General

1. Julie was deposed for the Authority's incident in 2011 when the fire alarm system went down following an off-site Narragansett Electric transformer power outage. The Authority's insurance carrier is attempting to subrogate the claim to the electric company.

2. All Housing Choice Voucher applications have been inputted into the tenant software system and all applications with missing information were followed up on. The current waiting list for Voucher assistance is 2637 households with 10% being Coventry residents.

3. Specs are being updated for the replacement of flooring and painting of the common areas at the last four buildings of NRT (Buildings 1, 4, 7 and 8). Julie is looking to get the bids out in February with work to begin in April. Julie is also getting an estimate for the replacement of siding of the buildings at North Road Terrace. She would like to submit an application to the Community Development Block Grant program for this work in April of 2015.

4. Employee performance evaluations have been completed and goals and areas of improvement are being identified for 2015. Julie reported that the four teams came up with fabulous ideas for savings as a result of the retreat. One of the teams came up with a song called the twelve days of the Housing Authority. Copies were given to the board.

5. Julie reported that there is now a debate within the Republican party of how to respond to the President's immigration action. She is hopeful that another shutdown does not occur. HUD has requested that the Authority get all year end reports in as quickly as possible.

6. The 2015 schedule of meeting dates is included in today's packet.

a. Maintenance Report

Julie reported that the Housing Authority is just about up to full staff in maintenance and they are able to work on vacant apartments because there has been no snow to date. She also reported that the maintenance staff will be getting smart phones because of the new work order system.

b. Public Housing Report – Julie reported that it has been a good year.

c. HCV Leasing Report – Will be 98 – 99% leased up by the end of December. The Authority is over the allocation but not when averaged for the year.

d. Management Portfolio Report – The program was strong all year and earned management fees are on track.

e. Resident Service Coordinator Report

Deirdre is starting a movie group. The residents are hoping to get a new couch with grant money.

f. Family Self-Sufficiency

There was a graduate this month. Her family's household income exceeded the Fair Market Rent for her unit size.

5. Correspondence – HUD has approved the Five Year Plan

6. Unfinished Business

Main Office Entrance Sign – Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to take this off the table for discussion. Motion carried with all in favor. Two quotes were obtained; AA Thrifty for \$4,546 and Jim Gomes for \$3,800. Commissioner DeGraide said that, as a member of the building committee, he checked the specs for both bidders and the \$3,800 sign was made of better material and was a better quality. He highly recommended this sign. Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to accept the bid from Jim Gomes for \$3,800. Motion carried with all in favor.

7. New Business

a. Resolution 2014-07; 2015 FY Budget - Resolution 2014-07, introduced by Chairman DiPadua; read in full and considered: Resolved to accept the 2015 FY Budget as presented. Commissioner Jalbert moved that the foregoing resolution be adopted as introduced

and read, which motion was seconded by Commissioner DeGraide. Commissioners DeGraide, DiPadua, Jalbert and Jervis voted yes.

b. Annual Organizational Memberships

Julie recommended the approval of the following membership renewals:

Institute of Real Estate Management (IREM) 210.00
Housing & Development Law Institute (HDLI) 495.00
PHARI (Executive Director's Association) 400.00
PHADA 810.00
Nelrod 499.00
BJ's 90.00
NERC/NAHRO 100.00
NAHRO 635.00
Total \$3,239.00

Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to approve \$3,239 for memberships, not to exceed \$3,500. Motion carried with all in favor.

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c. NERC Mid-Winter Conference

This conference will be held February 1st through 4th at Foxwoods resort in Connecticut. Julie is recommending that four people attend, including full accommodations for four days and two people attend with one day registrations. Motion was made by Commissioner DeGraide and seconded by Commissioner Jervis to accept Julie's recommendation. Motion carried with all in favor.

d. Performance Evaluation; Executive Director

Julie discussed accomplishments during 2014 and requested that the Board of Commissioners complete an evaluation of her performance for 2014.

8. Open Discussion

Commissioner Jalbert stated that she loved the newsletter this month. It was much easier to read. Resident Bill Morein said that he feels that if more people would read the newsletter and come to the meetings, they would know what was going on.

Julie explained that Attorney Capaldi was not at the meeting today because he had oral surgery.

9. Adjournment

There being no further business to discuss, motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to

adjourn. Motion carried with all in favor.

Gail T. Woodward

Recording Secretary

1/1/2015