

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

AUGUST 12, 2015

ROLL CALL

The Town of Coventry Housing Authority met in regular monthly session on Wednesday, August 12, 2015. The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: Rosalie Jalbert, R. David Jervis and Rebecca Parenteau. Scott Duckworth was not in attendance due to the change in the date of the meeting. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also in attendance.

APPROVAL OF MINUTES

Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to approve the minutes of the July 15, 2015 meeting as presented. Motion carried with all in favor.

APPROVAL OF TREASURER'S REPORT

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

Year to Date Financials through 6/30/2015:

Public Housing reserves are up and over 40%, receipts remain strong at 12% over and routine expenses have fallen to just 4% over budget.

Section 8 Program vouchers remain 99% leased up and expenses are 5% under budget. There are seven vouchers in the field looking for lease-ups.

In the Management Program, receipts continue to be greater than budget due to the high percentage of leasing occupancy and the program is at a nearly break-even for expenses, resulting in increased unrestricted reserve of over \$80k.

EXECUTIVE DIRECTOR'S REPORT

Projects/Pending

Main office entrance sign: Post will be cemented in on August 27th and the sign will be put up on August 29.

NRT Building 1, 4, 7, 8; bid awarded to Joseph Tavone, Inc. Notice to proceed and contract signed; awaiting Performance and Payment Bond and schedule. NRT residents will be notified tomorrow.

Blizzard Juno - awaiting FEMA reimbursement.

Bed bug treatments continue with no additional infestations; residents are compliant with cleaning/storing materials.

COVENTRY HOUSING AUTHORITY 8/12/2015

PAGE 2

One maintenance staff person remains out on worker's comp.

As of 7/31/2015, there were no vacancies in Public Housing with three pending and one vacancy in the Management Portfolio with two pending.

In the USDA Summer Food program, 235 meals were served through the week ending 7/31; Coventry Police have visited both locations during meal time with K-9 service.

HUD Capital Fund training was largely disappointing, however the Director was able to network with the Authority's appointed HUD Deputy Director, the two Division Directors and the CF Revitalization Specialist.

The Director will be out of the office from August 17th - 21st.

MAINTENANCE REPORT

Ron reports that the Authority received a grant to repair the boiler

at 25 Larch Drive and install an indirect hot water tank. RAZ Plumbing and Heating will be doing the repairs.

HOUSING REPORT

Public Housing 99% leased up with rental income exceeding what was budgeted

HCV 99% leased up - earning as much as possible

Management Portfolio 100% leased up

RESIDENT SERVICE COORDINATOR REPORT

The Rite Aid Pharmacy provided an information session on Senior Health immunizations that the store chain provides. The Coventry Rite Aid is interested in providing the Authority with quarterly health programs.

FAMILY SELF-SUFFICIENCY REPORT

Two participants were terminated; one violated the responsibilities of their voucher and one failed to review their voucher within another community.

A First Time Homebuyer workshop was presented by Dean DeTonnacourt and the FSS Coordinator made a presentation about the HCV Homeownership Program. There were sixteen people in

attendance.

NEW BUSINESS

A. Centralized Wait List; MOU

COVENTRY HOUSING AUTHORITY

8/12/2015

PAGE 3

PHARI has received verbal commitment of a grant in the amount of \$50,000 from the State of Rhode Island to develop the Rhode Island Centralized Wait List for the Section 8 Program. A Memorandum of Understanding with Coventry Housing and PHARI will govern the administration of the Centralized Wait List and the Director recommends Board approval.

Motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to approve the signing of the MOU. Motion carried with all in favor.

B. ROSS Grant Application

The Department of Housing and Urban Development has made available \$34 million of grant funds for the payment of salaries and

benefits for a Resident Service Coordinator. The Director is recommending hiring a grant writer at a cost of \$4,000, which will incorporate and complete each of the tasks necessary to submit the application by August 31, 2015. Receipt of this grant would free up approximately \$60,000 in operations. Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to approve the hiring of a grant writer. Motion carried with all in favor.

OPEN DISCUSSION

Commissioner Jalbert questioned attending the LA Conference and spoke about a committee she may be appointed to. The Director said she had not planned to send anyone but that she would get back to Commissioner Jalbert about this.

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

GAIL T. WOODWARD
RECORDING SECRETARY
9/5/2015