

# **TOWN OF COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**SEPTEMBER 16, 2015**

### **Public Hearing - Annual Plan**

#### **1. Roll Call**

**The public hearing was called to order at 4:15 by the Chairman, Robert DiPadua and the following commissioners were present: Rosalie Jalbert, R. David Jervis, Scott Duckworth and Rebecca Parenteau. Julie Leddy, Executive Director was also present.**

#### **2. New Business**

**Director Leddy identified the following as goals and objectives of the Annual Plan for 2016:**

**Provide equal opportunity in assisted housing, expand the supply of affordable housing, improve the quality of affordable housing, increase the quality of life and improved living environments, increase affordable housing choices, promote self sufficiency. She also discussed strategies for accomplishing these goals and objectives.**

**In addition, the following were identified as five year Capital Fund goals: Storm doors at Knotty Oak Village and North Road Terrace,**

**Magnetized fire doors for the common areas at John O. Hanes and North Road Terrace, boilers and roofs as needed, a patio enclosure at Knotty Oak Village, office expansion/redesign, and cabinet and countertop replacement at Knotty Oak Village.**

**Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to approve the Annual Plan. Commissioners DiPadua, Duckworth, Jalbert, Jervis and Parenteau voted yes.**

### **3. Adjournment**

**Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to close the Public Hearing. Motion carried with all in favor. Motion was made by Commissioner Jervis and seconded by Commissioner Duckworth to open the regular meeting. Motion carried with all in favor.**

### **Regular Meeting**

#### **1. Roll Call**

**The regular meeting was called to order at 4:30 and the following were present: Robert DiPadua, Scott Duckworth, Rosalie Jalbert, R. David Jervis, Rebecca Parenteau and Julie Leddy, Executive Director.**

#### **2. Approval of Minutes**

**Motion was made by Commissioner Jervis and seconded by Commissioner Jalbot to approve the minutes of the August 12, 2015 meeting. Commissioners DiPadua, Jalbert,**

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**Jervis and Parenteau voted yes. Commissioner Duckworth abstained as he was not present at the meeting.**

### **3. Approval of Treasurer's Report**

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

**YTD Financials as of 7/31/2015 show the following:**

**In Public Housing, reserves are steady at 45.7%, receipts are 15% greater than budget and total expenses are just 4% over budget. Legal expenses are over budget due to the pension lawsuit representation and utilities remain 6% over budget due to the use of a three year rolling average in the budget. Net loss on operating budget continues to decrease as expenses come closer to the twelve month period. Chairman DiPadua stated that although legal expenses are over budget, money was saved due to the**

**recommendation of Attorney Capaldi to use a group lawyer.**

**In the Section 8 Program, vouchers are 98% leased up, with six vouchers in the field and five vouchers being issued the week of September 8th. Expenses are at breakeven; however net income is greater than projected to date.**

**In the Management Program receipts and expenses are exactly where planned through the first seven months of the year, increasing the unrestricted reserve to \$79,000.**

#### **4. Director's Report**

##### **Projects/Pending**

**Main Office Sign - completed - will be adding permanent, maintenance-free landscaping**

##### **NRT Buildings 1, 4, 7, 8**

**Buildings 1, 4 and 7 are painted. Flooring has started in building one on the second floor. Moisture testing needs to be done on all first floors. The board should be able to do a "field trip" for the October meeting.**

**Blizzard Juno - call received from RI Energy Management, check has been processed**

**Bed bug treatments continue with no additional infestations. KOV has one more treatment and Coventry Meadows has one.**

**One maintenance person continues to be out on Worker's Compensation.**

## **Vacancies**

**Public Housing 1; 3 pending**

**Management Portfolio 2; 2 pending**

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## **General**

**USDA Summer Food Program - 275 meals were served at sites in 18 days. It was a successful program that allowed a unique opportunity to interact with residents. Thanks to staff who managed it.**

**The State-wide, Centralized Wait List is slowly proceeding. There are five Authorities remaining to sign on.**

**Contact information regarding FirstBooks has been forwarded to Central Falls Housing Authority.**

**Fraud investigations have been pursued on two HCV clients -**

**unauthorized occupants and unreported income. One client has been terminated.**

**The Authority will not be submitting the application to the ROSS grant funding this year. No expenses were incurred to date. The application was proceeding on a self-sufficiency basis rather than a supportive housing application; however the foundation is available for the Authority to submit the application on their own in 2016.**

**An RFQ is being prepared for Consulting Services for Access Card Management and Security Cameras. The existing equipment is working but is over ten years old. The evaluation will include designs, specifications and funding requirements.**

**The Authority has contracted the removal of four trees from the Carley Drive Visitor Parking and removal of excess shrubs along the walkway leading to JOH Manor.**

**Annual inspections for Golden Ridge will take place in September and the HUD REAC inspection is scheduled for October 5th. Additionally, all public housing units will have their annual inspections October 19th - 21st.**

**The national NAHRO conference is being held in Los Angeles, CA from October 15th - 17th. Because the Authority has increased its participation in the NE Regional Council with membership on both the**

**Executive Board and the Commissioners Committee, both of which require travel annually, Julie is not recommending attendance at the NAHRO conference. Commissioner Jalbert said she heard today that she will be put on the committee for October.**

**Included in today's packet is a cost summary of replacing Board packets with tablets, which was prepared by another Housing Authority. The Director was asked to review this material and polled twenty-five housing authorities in RI. The cost for purchase and data charged for tablets would exceed the hard copy cost, however if the Board would like to further pursue this, the Director can gather more precise figures.**

**The "Food on the Move" program came to the Authority today and the community room was full. The program is sponsored by Brown University and the RI Public Health Institute.**

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**They were at Knotty Oak from 10 a.m. to 12 and then went to Coventry Meadows from 2 p.m. to 4. \$500 was spent by KOV and \$385 by Coventry Meadows.**

**The Director distributed letters to congressmen about supporting the program to all board members.**

**a. Maintenance Report**

The maintenance staff has been very busy with turnovers. Additionally, quotes have been received for crack filling and sealing of the roadways at JOH.

**b. Public Housing Report - 100% leased up for the year**

**c. HCV Leasing Report - 98% leased up through July**

**d. Management Portfolio Report - Two vacancies**

**e. Resident Services Coordinator Report**

URI Feinstein Center provided each site with an afternoon of SNAP Bingo, which blended the traditional bingo with information on the Supplement Nutrition Assistance Program. In addition to the chance of winning a \$10 gift card to Stop and Shop, the residents could have an application completed or updated by the facilitator.

**f. Family Self-Sufficiency Report**

The free summer breakfast and lunch program was a huge success, giving staff the opportunity to connect with residents in a different manner, which was very rewarding.

**5. Correspondence - Thank you note from the Duckworth family**

**6. Unfinished Business - None**

**7. New Business**

**a. KOV, JOH, NRT - Fall Cleanups**

**The Director has procured prices for fall cleanup work at the low bid cost of \$10,500 from A. E. P. Services for the three public housing properties. She is recommending that this work be outsourced and that the costs for this work be allocated to the unrestricted Management Fee account. Motion was made by Commissioner Jalbert and seconded by Commissioner Duckworth to hire A.E.P for this work. Motion carried with all in favor.**

## **8. Adjournment**

**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**

**10/4/2015**