

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

NOVEMBER 18, 2015

1. ROLL CALL

The Coventry Housing Authority met in regular monthly session on Wednesday, November 18, 2015 in the Community Room at Knotty Oak Village. 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 present due to family illness. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

2. APPROVAL OF MINUTES

Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to approve the minutes of the October 21, 2015 meeting. Motion carried with all in favor.

3. APPROVAL OF TREASURER'S REPORT

Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to approve the Treasurer's Report. Motion

carried with all in favor.

Year to Date Financials as of 9/30/2015

Public Housing reserves have reached the 50% mark, receipts are 15% ahead of budget and routine expenses are 2% over budget.

Section 8 vouchers remain at 98% leased up with ten vouchers in the field, the Housing Authority received the \$100 bonus for the new Homeownership lease up, expenses are less than 1% over budget and the program is producing approximately \$20,000 net income.

Management Program revenue and expenses remain on target for the year.

4. DIRECTOR'S REPORT

“Food on the Move” was back at the Authority on November 5th. Combined sales were \$1008.

Bed bug treatments are complete. Final inspection will take place after thirty days.

As a member of the NERC/NAHRO Executive Board, the Director has been reappointed to the Scholarship Committee for a two year period.

Gencorp Insurance will be at the Authority on Monday to participate in the annual Thanksgiving basket drive. They will once again donate eight baskets to families assisted by the Authority.

Tis the Season Donations have surpassed \$2500 to date. Employees will be adopting a family again this year.

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The Authority will participate again in the Town of Coventry's Recreation Department's Festival of Trees. There will be one tree for the Authority and one for the managed properties. Photos are being brought in by residents and laminated for the Authority tree, and the children at the managed properties are making ornaments.

Snow removal equipment is being service as well as trucks and the sander.

File storage is being converted from the facility off Reservoir Road to a more secure facility using Iron Mountain services. Files are picked up, delivered and logged in to the Iron Mountain system and files can be requested for next-day delivery to the Authority. This storage method is also less expensive than what is currently being used.

2016 Budgets have been completed for each of the properties in the management portfolio in order to begin the budget process for the Authority.

In 2014, HUD had promised agencies the reduction and streamlining of some of the many administrative burdens in place, Instead many more requirements have been imposed without additional funds being added to comply with these regulations.

Congress approved a two-year budget which raises the overall spending limit for all federal programs and avoids sequestration in FY2016 and FY2017. It is not yet known how much funding will go to each department.

The maintenance department is once again down one person; the employee who was out is back out. The Director will be bringing in a temp agency employee to assist with unit turnovers.

Projects/Pending

NRT Buildings 1, 4,7, 8

Punch list is complete and work is to be completed by 11/30

Blizzard Juno

Awaiting reimbursement of final claim (\$2250)

Vacancies

Public Housing 5

Management Portfolio 11

Maintenance Report

Maintenance crew is busy with fall clean-up and getting prepared for winter.

Public Housing Report

99% leased up through October with rents higher than budgeted

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HCV Leasing Report

98% leased up; earning 100% of the 81% available

Management Portfolio Report

Some vacancies to get ready for renting

Resident Services Coordinator

The Coventry Regional Career and Technical School hosted an appreciation program on October 21st at which a certificate of appreciation was presented for the Authority's efforts to utilize the students skills. Plans to have the Health Pathway and Cosmetology students out again to provide programs for Authority residents are underway.

Family Self Sufficiency

The program had “FSS Girls Night Out” this month. The Domestic Violence advocate for the Coventry Police attended the workshop and there was also a one hour session on Yoga. It was very successful and included women and their teenage daughters. The program was funded in part by the Coventry Substance Abuse Task Force. The “Defending Your Boundaries” program has begun at Crossroads again.

5. NEW BUSINESS

A. Holiday Cards

For the past eighteen years, holiday greeting cards have been sent out at an annual cost of approximately \$500. Holiday greetings also go out in the monthly newsletter. The Director is recommending that instead of the holiday card, a donation could be made to the Rhode Island Food Bank in the amount of \$250 on an annual basis.

After discussion by the board, motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to suspend sending Christmas cards and to wish everyone a Merry Christmas in the newsletter as well as donating \$250 to the Food Bank. The donation should also be mentioned in the newsletter. Motion carried with all in favor.

Motion was made by Commissioner Parenteau and seconded by Commissioner Jervis to take a ten minute break before discussion of the budget. Motion carried with all in favor.

Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to resume the meeting. Motion carried with all in favor.

B. 2016 Authority Budget

Revenue - Three increases

Rental income - based on 2015 to date

Other (late fees, laundry income, Cox Market share) based on 2015

Subsidy - based on 2015 subsidy

Expenses

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Administrative -

2% for all employees except Finance Coordinator, who would increase by \$5,000

Sundry - increased 3% based on 2015

Resident Services - 2% increase and 20% decrease in services

Utilities - Fixed

Ordinary Maintenance

Labor costs - 2% increase plus 50% increase in overtime

Material and Supplies 3% increase

General Expenses

**Insurance reflects projected increase plus 50% increase in Worker's
Comp**

Renewals - 10% increase

Total routine expenses increasing 4%

Non Routine Expenses - this area is a cushion - decreased by 20%

Overall the 2016 budget for the Authority produces a \$25,000 net loss, which would come off the reserve, currently running at \$50,000.

Discussion was held by the board regarding possible decreases in other areas in order to balance the budget and still keep the projected raises for employees in place. The Director feels the budget can be balanced by doing this, but recommended holding off on actually giving the raises until the Authority actually knows what will be received.

Decision was made to take 5% off health insurance costs (\$9,000) and \$18,000 out of non-routine (possibly leaving a \$2,000 cushion), and possibly take \$1,000 out of sundries. This would balance the budget. The raises would be kept in place but they would not be given on the first year.

6. OPEN DISCUSSION

Commissioner Jalbert asked the Director if she was going to be the

new PHARI president. The Director responded that she was not, as she does not have the time.

7. ADJOURNMENT

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

Gail T. Woodward

Recording Secretary

12/7/2015