

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

JANUARY 20, 2016

1. ROLL CALL

The Coventry Housing Authority board met in regular monthly session on Wednesday, January 20, 2016 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 Scott Duckworth. Rebecca Parenteau was excused. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

2. APPROVAL OF MINUTES

Motion was made by Commissioner Duckworth and seconded by Commissioner Jalbert to approve the minutes of the December 16, 2015 meeting with one amendment. Under Unfinished Business, Item A, the first sentence will be changed to include Dan's last name and business name - Dan Robillard, of Milne, Shaw & Robillard. Motion carried with all in favor.

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.

Year to Date Financials as of 11/30/2015

Public Housing reserves have increased from 40% to 54% with receipts ahead of budget by 13% and routine expenses now under budget. The program is producing a net income of \$26K

Section 8 Vouchers remain at 98% lease up but voucher holders are having a difficult time finding units to rent. Receipts are greater than anticipated due to the increased pro-ration of admin fees 81% and expenses are more than 2% under budget, producing a net income.

The Management Program budget is right on the mark and unrestricted reserves are \$84,000.

Chairman DiPadua asked if the Housing Authority board could loan to Non-Profit the \$40,000 that they need. Director Leddy explained that the Housing Authority started the non-profit in 1997. Then the Quality Housing and Responsibility Act came to be and a lot of changes happened in the Public Housing world. One of the changes was that Housing Authorities could not develop anymore. Instead they could

create a 501C3 so the Authority created the Non-Profit as an arm of the Authority. In the Financials, there were four columns; Public Housing, Section 8, Modernization and the Non-Profit were all listed under

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the Authority, and money could be loaned back and forth from certain accounts, such as the Management Fee account or the Section 8 Admin fees because they are unrestricted funds. When the Non-Profit built Golden Ridge, which is a 202 federal funding program, that program mandates that the Non-profit cannot be an instrumentality of a public body so the Non-profit could no longer have a distinct association with the Housing Authority and the split was made. The only way the Housing Authority can lend them money is through Management Program funds, which are not high enough at this point to consider lending money.

4. DIRECTOR'S REPORT

The Director is looking forward to all accomplishments in the coming year and wished the board a Happy New Year. A summary of 2015 was provided in the January newsletter.

Food on the Move is now a permanent occurrence at the Authority. They will be here the first week of every month.

The Authority's theme for 2016 is Efficiency and Effectiveness. A new, one-page, two sided Application for Housing Assistance will be created and will be used for all of the housing programs administered. The new application will be accompanied by a portfolio brochure that will highlight each of the properties and their amenities.

Additionally, the first monthly Coffee An' will be hosted with public housing residents. Each meet will be an informal social hour and will focus on a topic. January's topic was recycling and it was very informative.

The office is beginning to close the books on 2015 and the audit and submission of financial reports will begin in accordance with the regulations governing each of the housing programs.

Vacancies as of 12/31

Public Housing 2

Management Portfolio 7

- a. Maintenance Report - overtime being worked for unit turnover.**
- b. Public Housing Report - 99% leased up for the year and rental income was 2% higher than anticipated.**

c. HCV Leasing Report - 98% leased up for the year.

**d. Management Portfolio Report - 96% leased up for the year.
Received 98% of management fees that were anticipated.**

e. Resident Services Coordinator Report

The Cosmetology students were able to come to the Housing Authority the week before Christmas and many of the residents showed up to get their nails done.

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f. Family Self-Sufficiency Report

Defending Yourself and Your Boundaries has finished and it was as successful as the last program. The children are learning respect, responsibility and self-awareness, with a little Karate to keep them focused.

'Tis the Season was a success; over \$4,100 was raised and 19 individuals were assisted. Two PCC Board members had their companies adopt families from the FSS program.

5. CORRESPONDENCE

Letter from the Commission for Human Rights - determination of no probable cause.

6. NEW BUSINESS

A. Medical/Dental Benefits Renewal

The renewals are due on February 1st. HealthMate, which is the current plan, has been retired. The plan that would replace it has an 8.32% increase in costs. The same plan, Vantage Blue, with a higher deductible, would decrease the cost to the Authority. The difference is the deductible exposure to the Authority. Right now it is a \$2,000/\$4,000 deductible. The new plan would be a \$3,000/\$6,000 deductible.

The Authority has been enrolled in the Delta Dental Plan, which will have an increase of 3.78% for the new term. A comparable plan with Blue Cross Dental would save \$138 for the year but would have less benefits for the employee.

The Director is recommending the following for the 2016-2017 benefit plan year:

Medical BCBS; Vantage Blue 100/80 \$3000 Deductible \$116,604

Dental Delta Dental \$ 8,156

Motion was made by Commissioner Jalbert to approve the BCBS, Vantage Blue 100/80 with a \$3,000 deductible for \$116,604 and Delta

Dental for \$8,156. Motion was seconded by Commissioner Jervis. Motion carried with all in favor.

B. 2016 Agency Memberships

The Director presented the annual list of memberships and their annual fees. IREM - \$210, HDLI - \$495, PHARI - \$400, PHADA - \$835, Nelrod - \$699, BJ's - \$90, NAHRO - \$635, NERC/NAHRO - \$100, NEAHMA - \$339, for a total of \$3,803. The Director explained that Nelrod helps with policies and training. Motion was made by Commissioner Duckworth and seconded by Commissioner Jervis to approve the 2016 Housing Authority organization memberships and that they be paid at the Director's discretion at the time that they come in for a total of \$3,803. Motion carried with all in favor.

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C. HQS Inspections

The RFP's went out to bid and the Director would like to table this until she evaluates them. Motion was made by Commissioner

Duckworth to table the HQS inspection service until the Director has time to evaluate them. Motion was seconded by Commissioner Jervis. Commissioners Jervis, Duckworth, Jalbert and Chairman DiPadua voted yes.

D. 2015 Performance Evaluation; Executive Director

The Director is requesting the Board to complete an evaluation on her performance for 2015.

7. OPEN DISCUSSION

Chairman DiPadua requested that Julie let the board know when Commissioner Parenteau has her baby. Discussion was held regarding a gift. After discussion, motion was made by Commissioner Duckworth and seconded by Commissioner Jervis to send a card and a \$200 gift card to Walmart to Commissioner Parenteau. Motion carried with all in favor.

8. ADJOURNMENT

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

Gail T. Woodward

Recording Secretary

2/4/2016