

# **TOWN OF COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**FEBRUARY 17, 2016**

### **1. ROLL CALL**

**The Coventry Housing Authority board met in regular monthly session on Wednesday, February 17, 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: Scott Duckworth, Rosalie Jalbert, and Rebecca Parenteau. Julie Leddy, Executive Director was also present. Arthur Capaldi, Legal Counsel and David Jervis were absent due to illness.**

### **2. APPROVAL OF MINUTES**

**Commissioner Parenteau thanked the board for the gift card she received. Motion was made by Commissioner Jalbert and seconded by Commissioner Duckworth to approve the minutes of the January 20, 2016 meeting. Motion carried with all in favor.**

### **3. TREASURER'S REPORT**

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

carried with all in favor.

## **Year End Date Financials for 2015**

**Director Leddy said that the financials are finished and will be submitted to HUD.**

**Public Housing - Year ended just shy of 50% projections due to last season's snow and rehab work due to vacancies of long-term tenants. Total general expenses were just 1% over budget with the additional litigation costs for the pension suit and maintenance materials and supplies.**

**Section 8 Program - Voucher lease ups closed at 98% and the HDV program earned over \$23,000 for the calendar year. Also, the funding proration for admin fees was increased from 75% to 81%.**

**Management Program - The Management Program broke even, including the allocations of costs for lawn clean ups. Net unrestricted Operating Reserve at year end if \$70,338.**

## **4. DIRECTOR'S REPORT**

**The Public Housing Operating Fund was estimated to come in at 84 of eligibility and is now up to 87%. Notification was received today that Admin fees will be funded at 80 cents on the dollar; initially it was 74**

cents. While it is not at 100%, it is possible that this could go higher later in the year.

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The Capital Fund program was significantly underfunded, however the award received was \$190,784, which was \$7,000 higher than last year.

Director Leddy attended the NERC/NAHRO Conference and a separate report is attached for the board's review.

The first Coffee An's were successful at both public housing properties and the topic was recycling. RI Resource Recovery was due to come to do an on site presentation but this was cancelled due to the snow storm. The staff was scheduled to go to RIRRC today to see the recycling process first hand but the trip was cancelled because of burst pipes.

The new, single one page housing application is complete and the brochure is approximately 80% complete. Policies of each of the programs managed/administered are being reviewed to determine if any revisions will be necessary prior to implementation.

**Coventry Housing Authority, on behalf of PHARI, has issued the RFP for the Centralized, State-wide waiting list for the HCV program with proposals due March 2nd. A 30 day extension was requested and granted. The PHARI committee met with Governor Raimondo on February 10th to discuss the State-wide list and full support was received from the State.**

**The Knotty Oak Village Community Hall will be hosting a reception on March 7th. One of the Authority's residents, Michael Marandola, will be presented his military medals in a Ceremony with Senator Jack reed. Senator Reed's office made this accommodation for Mr. Marandola due to his inability to drive.**

**Vacancies (as of 01/31)**

**Public Housing 4**

**Management Portfolio 5**

## **A. MAINTENANCE REPORT**

**Meetings will be held to ensure that care givers are informed as to what can be recycled.**

## **B. PUBLIC HOUSING REPORT**

**Three vacancies as of now; all of them being turned over. Rental income is down from what was projected.**

### **C. HCV LEASING REPORT**

268 vouchers, only 97% leased up. Twenty-two people are being briefed. Eleven vouchers are in the field.

### **D. MANAGEMENT PORTFOLIO REPORT**

There were five vacancies and only two are left as of today.

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### **E. RESIDENT SERVICES COORDINATOR REPORT**

Deirdre has coordinated with a new podiatrist. The podiatrist comes to KOV quarterly and residents schedule visits. This will begin in April and paperwork is being completed for residents.

### **F. FAMILY SELF SUFFICIENCY**

Food on the Move was cancelled due to the snow storm but was rescheduled for the first Friday in March. They are planning to try to bring the program to NRT in the future.

### **5. UNFINISHED BUSINESS**

**A. HQS Inspection Services (Remain tabled until Director is ready to make a recommendation)**

## **6. NEW BUSINESS**

**A. SEMAP 2015; Resolution 2016-01** This annual certification must be submitted to HUD each year based on the Authority's work during the year. The Coventry Housing Authority is certifying that there are written policies for selection from the Waiting List, Rent Reasonableness, Utility Allowance schedules, HQS for initial and annual units, as well as QC inspections, etc.

**Resolution 2016-01 introduced by Chairman DiPadua; read in full and considered: Resolved to authorize the Executive Director to submit to HUD the Annual Section 8 Management Assessment Report for the calendar year 2015 as presented. Commissioner Duckworth moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Upon roll call, the votes were as follows, Commissioner Parenteau - aye, Commissioner Duckworth - aye, Commissioner Jalbert - aye, and Chairman DiPadua - aye.**

## **7. OPEN DISCUSSION**

**Commissioner Jalbert submitted a report to the board on her**

recent attendance at the NERC Mid-Winter Conference. One of the things discussed was that tapes from board meetings should be kept.

The recording secretary said that the minutes are recorded on a digital recorder and saved on a hard drive; there are no actual tapes. If necessary, the recordings can be saved to a flash drive. The Director noted that this was actually in State legislation last year but it never got moved. Commissioner Duckworth said that the best thing to use is a disk if they have to be saved because flash drives are corruptible.

There was also a discussion on bylaws and the fact that they should be reviewed and brought up to date yearly and that the Associates should be added to the bylaws. The Chairman said that the Associates cannot legally be added to the bylaws. The Director said that this is because the Associates are totally separate from the Authority.

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Two sessions were held for commissioners and they asked how many Authorities had committees. The Director said that there were two committees but there are none set up right now. Also Central Falls did a presentation on the Little Free Library.

Commissioner Jalbert said she learned that she is not certified and she should be. She needs to have the Ethics and Fundamentals

**courses.**

**Commissioner Jalbert said that this was one of the most informative conferences she has attended.**

## **8. ADJOURNMENT**

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

**Gail T. Woodward**

**Recording Secretary**

**3/6/2016**