

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

APRIL 20, 2016

1. Roll Call

The Coventry Housing Authority board met in regular monthly session on Wednesday, April 20, 2016 in the Community Room at North Road Terrace. The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: R. David Jervis and Rebecca Parenteau. Rosalie Jalbert and Scott Duckworth were absent with reason. 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 Chairman DiPadua to approve the minutes of the March 16, 2016 regular meeting. Motion carried with all in favor.

3. Treasurer's Report:

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

Year to Date Financials: 2/29/16

Public Housing

Receipts are under 3% mainly due to uncertainty of the funding of the Operating Subsidy for 2016 and routine expenses are 6% under budget to date. Appliances allocated in non-routine will be moved to the Capital Fund Program when funds are available at the end of June.

Section 8 Program

Voucher lease ups through February are at 96% and as of April the program is fully leased. There are also eleven vouchers in the field, four vouchers ready to be issued and twenty letters out in order to issue. The program is earning \$8k more than anticipated prior to the new lease up of the above vouchers, again maximizing potential for revenues with the Admin fee.

Management Program

Also off to a good start by keeping units leased and good rent collections. To date, expenses are under budget and net income approximately 50% greater through February.

4. Director's Report:

Projects/Pending

Upgrade to Surveillance Equipment

- a. Funded through grant award of CDBG application.**
- b. Awaiting Town's completion of Environmental Review work prior**

to funds availability.

- c. Preparing final specs in order to be ready to go.

COVENTRY HOUSING AUTHORITY

4/20/2016

PAGE 2

State-Wide Centralized Wait List

- a. Proposals came in today; Committee will meet the week of 4/25 to review and make recommendation to the Association.
- b. The Director has finalized and submitted the CDBG application to fund the development of the database.

NAHRO Awards of Merit

- a. Both applications have been approved and forwarded to regional juries.

General

The planning for celebration of Older Americans Month is underway. The theme for this year is “Blaze a Trail” and the celebration will be held at KOV on May 10th and NRT on May 17th from 12 p.m. to 2 p.m. There are three residents who will be 100 years old and twenty-nine who are older than 90. Requests have been sent to President Obama and the RI General Assembly for proclamations. Residents will receive an invitation and are allowed one guest to a lunch of soup and a sandwich.

The Director and the two Housing Managers attended the RI Annual Partner Agency meeting in Smithfield. Staff from the HUD Field office and RI Housing presented the summit and provided program updates.

They were able to meet the new Account Executive for the Golden Ridge development.

The Director attended a day-long meeting at RI Housing discussing the HOME program — changes and updates. HOME is a federal source of funding to create and preserve affordable housing.

On April 5th, the Director attended the NERC Quarterly Board meeting, which included Committee updates to tasks assigned in the new Strategic Plan.

The new HQS inspector will begin on May 1st with inspections starting during the third week of the month. A notice was placed in the monthly Section 8 newsletter and correspondence will also be sent to landlords as well. Training of the Housing Authority staff on the inspection software portals will take place prior to the first inspections.

It is being rumored that Citizens Bank will implement fee increases to all Housing Authorities (and municipalities) for bank services, which will nullify any waivers currently received. No notification has been received, however meetings have begun with other financial

institutions.

Residents continue to enjoy the monthly Coffee An, and the feedback received is the enjoyment of this type of gathering — good tenant relations.

Enclosed in today's packet is a status of the Bills being tracked at the Rhode Island General Assembly. Most have been referred to Committee.

COVENTRY HOUSING AUTHORITY 4/20/2016

PAGE 3

The staff is still scheduled for its tour of the RI Resource Recovery center on May 11th at 9:30 a.m. for about an hour.

The March minutes of the PHARI meeting are included in today's packet. The Director gave the Chairman a picture taken with Mike Marandola at last month's award presentation.

Vacancies (as of 3/31)

- a. Public Housing 1**
- b. Management Portfolio 2**

a. Maintenance Report

Maintenance staff is going back to property assignments and spring projects have started.

b. Public Housing Report

98% funded through HUD

c. HCV Leasing Report

270 vouchers leased up for March and 278 for April; being funded at 87%.

d. Management Portfolio

No vacancies as of today. Rent collections are up.

e. Resident Service Coordinator Report

The URI Pharmacy Outreach program provided an educational session on the use of Probiotics on March 8th at NRT and KOV. Rite Aid Pharmacy provided NRT with information on the services of the Wellness ambassador. Residents were given a brief informational session on the various vaccines available at the store. Blue Cross provided a question and answer session at KOV as well as a prize

Bingo game. Several of the residents were able to get answers regarding changes to their plans and they learned of additional services available to them.

f. Family Self Sufficiency Report

The enrollment is down about five; a few graduated and a few terminations. As new vouchers are issued, more people will be recruited into the program.

Food on the Move continues to be a successful program. Deirdre attended a meeting at Brown University for this program and CHA was singled out as one of the most successful markets they have. They will be bring SNAP representatives with them the next time they come and also will be starting new programs, such as cooking demonstrations and recipe swaps, etc.

COVENTRY HOUSING AUTHORITY

4/20/2016

PAGE 4

Centreville Bank would like to start financial literacy programs for FSS participants. Plans are being made to prepare for the Free Summer Lunch Program with the Department of Education.

5. New Business

A. Reasonable Accommodation Training

NERC/NAHRO is hosting a one-day training on “Reasonable Accommodation in Housing” in MA, at a nominal cost of \$159 per person. The Director is recommending attendance for the two Housing Managers. Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to approve the Director’s recommendation for two people to attend the training. Motion carried with all in favor.

B. Liability Coverage; Cyber Security

The RI General Assembly recently enacted legislation, effective June 2016, addressing data breaches. Municipal agencies and state agencies must protect the personal information of RI residents that they store, collect, process, maintain, acquire, use, own or license. Coventry Housing Authority’s insurance agent has provided three options for cyber liability insurance. The Director is recommending adoption of Option 1 liability coverage from Ascent Underwriting through Gencorp Insurance at an annual fee of \$1,485. Motion was made by Commissioner Parenteau and seconded by Commissioner Service to accept the recommendation of the Director for Option 1 for cyber security. Motion carried with all in favor.

C. NERC Annual Conference

The Director will be attending this conference and is recommending

that two other people attend. She also recommended increasing the ad to a 1/2 page ad. Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to send three people to the conference and to increase the ad to 1/2 page. Motion carried with all in favor.

6. Adjournment

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

Gail T. Woodward

Recording Secretary

5/8/2016