

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

JUNE 15, 2016

1. Roll Call

The Coventry Housing Authority board met in regular monthly session on Wednesday, June 15, 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 and Arthur Capaldi, Legal Counsel were also present. Coventry Town Manager Graham Waters attended the meeting.

R. David Jervis arrived at 4:33 p.m.

2. Minutes

Motion was made by Commissioner Jalbert and seconded by Commissioner Duckworth to approve the minutes of the May 18, 2016 Annual Meeting. Commissioners Jalbert, Duckworth, Parenteau and Chairman DiPadua voted yes.

3. Treasurer's Report

Motion was made by Commissioner Parenteau and seconded by Commissioner Duckworth to approve the Treasurer's Report. Commissioners Jalbert, Duckworth, Parenteau and Chairman DiPadua voted yes.

Year to Date Financials

Public Housing - Reserves are unchanged at 44%, receipts remain 3% under budget and expenses are 4% under budget.

Section 8 Program - 97% lease up with receipts up 9% and operating expenses down 5%, providing a net income to date of \$14,000.

Management Program - Occupancy rate and rent collection remain high at 98% with expenses under budget by approximately 9%, producing a net income to date of \$4,500.

Director Leddy introduced the Town Manager to the board, who expressed their appreciation for his attendance.

4. Director's Report

Pending:

Upgrade to Surveillance Equipment - no changes to report

State Wide Centralized Wait List

Interviews were held on June 1st and 2nd; final proposals were due

on June 8th. The Committee will reconvene on June 15th to determine final recommendations. The Governor's office called to request a meeting to discuss this.

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NAHRO Awards - (See New Business)

CDBG Application 2016 - no changes to report

a. \$54,000 replacement of roofs at NRT

General

The Director met with the new Town Manager on May 25th to discuss the Coventry Housing Authority's role in the community, the needs for affordable housing and combining housing with economic development.

The Staff met with the meal provider (West Warwick High School) for training on this year's USDA summer meal program. Breakfast and lunch will be served at Crossroads and Meadows on Tuesdays, Wednesdays and Thursdays.

Rhode Island Housing will be performing their annual inspections on June 15th and 16th at The Crossroads and Coventry Meadows. This will involve both physical inspection and tenant files.

Coffee Ans resumed in June. The Recycling Center came to discuss proper recycling.

The Director, Commissioner Jalbert and Maria Webster will be attending the NERC Conference from June 19 - 22nd.

Director Leddy informed the board that Jim Reed, from Rhode Island, was named HUD Regional Director.

Vacancies (as of 5/31)

Public Housing 2

Management Portfolio 2

A. Maintenance Report

All screens have been installed in the doors at KOV and NRT and AC units have been installed at KOV and covers removed at JOH.

B. Public Housing Report - 99% leased up with rental income less than anticipated

C. HCV Leasing Report - just about 100% for June and July using more than 278 vouchers

D. Management Portfolio Report - doing great with good tenant

relations

E. Resident Services Coordinator Report

Deirdre attended the New England Resident Service Coordinator Conference, which provided great resources and information for the current issues in housing and resources for services to enhance the lives of residents.

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F. Family Self Sufficiency Report

The Department of Health will be offering a three day workshop geared towards teens ages 14 - 18 called Healthy Lifestyles at the Meadows from July 11 - 13th. The Program is free and assists participants with managing stress, healthy relationships and the importance of balanced eating and physical fitness.

5. Correspondence

A. Admin Fee Proration - The Authority has been receiving 79% and will now be increased to 84%

B. 2015 PHAS Score - The Authority received a score of 96 out of 100% and will continue to maintain High Performer Status, which will

result in a bonus.

6. Unfinished Business - None

7. New Business

A. NAHRO Summer Conference

Director Leddy reported that the Coventry Housing Authority is being presented with two NAHRO Awards of Merit for its programs — “Coventry Kids” for the Defending Yourself and Your Boundaries Program and “Healthy Housing” for becoming a USDA Summer Meal Site and introducing the successful Food on the Move Program. A presentation reception will be held at the Summer NAHRO Conference in Portland Oregon from July 15 - 17th where the Director will receive the Authority’s plaques while attending the conference. The budget can absorb 50% of the costs (estimated at \$2,200) and the Management Fee account should be charged the remainder, as both award programs encompass properties in the portfolio. Motion was made by Commissioner Jalbert and seconded by Vice Chairman Jervis to send the Director to the Portland Conference. Motion carried with all in favor.

8. Adjournment

There being no further business to discuss, motion was made by

Commissioner Duckworth and seconded by Vice Chairman Jervis to adjourn. Motion carried with all in favor.

Gail T. Woodward

Recording Secretary

7/9/2016