

**COMMISSIONERS' REGULAR BOARD MEETING, NOVEMBER 20, 2019**

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, November 20, 2019 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman James Kate at 1:31 p.m.

- 1. **ROLL CALL:** Commissioner John Carella  
 Commissioner Hazelann Cook  
 Vice Chairman Prescille Yamamoto  
 Chairman James Kate

Absent from the meeting was Commissioner Kathleen Stephens.

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director; Attorney Ralph Alexander, Legal Counsel and Jason VanAllen (for part of meeting).

2. **Approval of Annual Board Meeting Minutes, October 16, 2019**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the annual meeting of October 16, 2019. Commissioner Carella seconded the motion.

Chairman Kate said on page 4 under g. Quarterly Resident Services Coordinator Report the fifth line it read ...other groups were doing as good a she is ... and it should read ...other groups were doing as good a job as she is ...

The motion made and seconded was unanimously voted with the above-noted correction by the Commissioners present.

3. **PUBLIC COMMENT**

There was no one from the public that wished to address the Board.

4. **Request for Additional Agenda Items**

There were no additional items to add to the agenda.

5. **FINANCE REPORTS**

a. **Payment Vouchers – October, 2019**

Chairman Kate asked if there were any questions on the August or September payment vouchers. In regards to the payment vouchers, there was a question asked and answered: #59906 Gary Lee Childs – Ms. Bouchard said while our maintenance staff was mowing they hit a pole which landed on the trunk of the vehicle, therefore, the Housing Authority is covering the cost to fix the vehicle.

The motion was made by Vice Chairman Yamamoto to accept the Payment Voucher – October, 2019. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

b. Aged Receivables, October, 2019

Vice Chairman Yamamoto said why is AMP 1 always much higher than any of the others. Mr. Pliszka said that Hockanum Park is really what drives that and Veterans Terrace, our other family site, is also high.

The motion was made by Commissioner Cook to accept the Aged Receivables Report – October, 2019. Vice Chairman Yamamoto seconded the motion and it was carried by unanimous vote of the Commissioners present.

c. Rent Collection Report – October, 2019

Vice Chairman Yamamoto said when you look at this report AMP 1 is at 100% but comparing it to the Aged Receivable report how come the receivables are so high with 100% of rent collection. Mr. Pliszka said it is due to the large amount of work order charges. Commissioner Cook asked about Scattered Sites. Ms. Bouchard said there was one household that had not paid at the time of the report that has since paid.

Commissioner Carella asked how many of the scattered site units are subsidized. Ms. Bouchard said none of them are subsidized but that we use Section 8 payment standards to keep rent affordable. She said some are under a housing choice voucher and rent from us like a private landlord. She stated out of the 19 units we have only 6 that are straight market rents.

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Report – October, 2019. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

d. Monthly Actuals for Period Ending October 31, 2019

Commissioner Carella said that he had a previous discussion with Mr. Pliszka and stated that this report reflects actual costs for one month. Mr. Pliszka said that is correct. Commissioner Carella said what is in Other Income. Mr. Pliszka said it could be different things but this is an insurance payment. Commissioner Cook asked if damages would be in there when they get paid. Mr. Pliszka said they would go under maintenance charges. In this instance, this was an insurance payment for Heritage Gardens. Commissioner Carella said under laundry it is zero. Mr. Pliszka said the laundry company collects the money quarterly so we may not receive a check from them until December. Commissioner Carella said the money will reflect more than one month. Mr. Pliszka said that is correct. Commissioner Carella said the electricity is \$4,728 and there is still eleven months. Mr. Pliszka stated a lot of it has to do with timing and electricity is a lot higher during the summer than this time of year. Mr. Pliszka said for AMP 1 & 2 we did not receive any electric bills as of the end of October and there were no payments made and it all has to do when the invoices are received. Commissioner Cook stated that even at her agency there is a lack of receiving invoices for different developments during the same month.

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending October 31, 2019. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (October, 2019); b. Occupancy Report (October, 2019); c. Section 8 Voucher Report (October, 2019); d. Scattered Sites Properties Report (October, 2019); e. Attorney's Report (November, 2019) and f. Unit Turnaround AMP 1, AMP 2, VT (October 31, 2019). Commissioner Cook seconded the motion.

Chairman Kate asked if there were any questions on the following:

- a. Capital Fund & Major Maintenance Report – There were no questions on the October, 2019 report.
- b. Occupancy Reports – There were no questions on the October, 2019 report.
- c. Section 8 Housing Voucher – There were no questions on the October, 2019 report.
- d. Scattered Sites Properties Report – There were no questions on the October, 2019 report.
- e. Attorney's Report – There were no questions on the November, 2019 report.
- f. Unit Turnaround AMP 1, AMP 2, VT – Vice Chairman Yamamoto asked about the 36 days for 38 Mill Road to turn around. Ms. Bouchard said it took 22 days to lease it. She stated they must have shown this unit repetitively and could not lease it up. She said then it was held for the CHRO individual. Ms. Bouchard said she was just in the process of moving in the unit and the pipes burst under the floor. We were lucky she had not moved in much of her belongings.

The motion previously made and seconded was carried by unanimous vote of the Commissioners present.

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

VT Redevelopment – Ms. Bouchard said that we have not closed yet on Phase 1 and she is assuming it will be sometime in January or February by the time it closes. The Relocation Plan has not been finalized yet, which we need to discuss this with Jocelyn from Glendower to finish working on that plan, so that is currently on hold. Ms. Bouchard said what we have been working on is the application for the Phase 2 submittal for November 6. There were many issues with trying to fund the gap and figure out how much money can be taken out of our reserves and our investment account to contribute towards the development of the projects. Ms. Bouchard said after much going back and forth we got it down to 50% of the reserves for Phase 1 and Phase 2, which leaves us with 50% for Phase 3. Ms. Bouchard said out of the investment account they are taking out one third for Phase 1 and nothing for Phase 2 and that leaves us two-thirds of our investment account which we can put towards Phase 3 so there is extra money there. There was a discussion with the developer since they are their own general contractor and they will be doing their own construction so they control the construction costs. After a discussion with the developer, they reduced their overall ask for the construction budget and we are able to submit a competitive budget for Phase 2 to the DOH. There was a discussion on what the Housing Authority will be getting paid and how much predevelopment we will be receiving. Ms. Bouchard said we still have to do the relocation plan. We have a conference call tomorrow and will set up additional calls for

relocation and financials. Jocelyn from Glendower has done some of the assessment on Phase 1 and has begun doing the home visits. There was a discussion regarding relocation and households that are hoarders. Vice Chairman Yamamoto asked why is it taking so long to close on Phase 1. Ms. Bouchard said sometimes it is schedules, financials or getting letters of interest on buying tax credits. **PHAS (Public Housing Assessment System) FYE 2018** – Ms. Bouchard said we should have received our PHAS score by now. She stated she has been checking the site all summer long and has contacted HUD stating we have no score and they informed her to contact PHAS. Ms. Bouchard contacted PHAS and she received the response that it is pending a physical score. She said she was concerned because they had not come out to inspect the properties. Ms. Bouchard said she will be working on this because preliminary scores came out in June and usually we know the final score in August. She said she is concerned because the high performer list came out for the Capital Fund Program which allows HUD to increase the Capital Fund award by 10% and we were on the to be determined list. Ms. Bouchard said she will have to contest this if nothing is done because we don't want to lose the extra 10% increase in our total capital fund award that we should be due if we were to be high performer.

**Scattered Site Programs Audit** – Ms. Bouchard said the scattered site program audit was held yesterday from the Department of Housing and this is the first time they came since we stated the program. Commissioner Cook asked who came out. Ms. Bouchard said Jennifer Ponte and Scott McNulty from DOH. Ms. Bouchard said they came out and monitored compliance and went through all the files and there were no findings. Ms. Bouchard brought up a concern that we did have some money that needed to be shifted into the other budget line items and talked about a possible budget revision. She said that we realize we have approximately \$150,000 that we need to shift to other line items. Ms. Bouchard said that Ms. Ponte is working with us to try to figure this out. **Office Closing** – Ms. Bouchard said the office will be closing on December 20, December 24 as well as December 25, 2019. She said she closed the office to the public during that time. The maintenance crew will still be working.

8. **NEW BUSINESS**

a. **Discussion Regarding Accounts Payable Processing**

There was a discussion regarding electronic signatures for checks and direct deposits for accounts payable. This will make it so no Commissioner will have to come in to sign checks but the Board may come in and look at a check register and ask questions at any point in time. The Board agreed. Ms. Bouchard did inform the Board that we have protection on all our accounts since we use what is called Positive Pay. We have to upload the file to the bank letting them know the check numbers so they verify cut checks against what is the uploaded. Mr. Pliszka said if anyone wants to see a batch for a week that would not be a problem we could hold a batch.

b. **Review and Approval of the 2020 Board Meeting Schedule**

Vice Chairman Yamamoto stated on March 18 she will not be able to attend. There was a discussion about the date for the March meeting and it was decided to change the meeting to March 25, 2020 at 9:30 a.m.

The motion was made by Vice Chairman Yamamoto to approve the Board of Commissioners Meeting Schedule with the above-noted change. Commissioner Carella seconded the motion and it was unanimously voted by Commissioners present.

9. OLD BUSINESS

Ratification of Kone Elevators – Elevator Cab Upgrades Change Order Number 2

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

Discussion of Personnel Matters Relative to Executive Director's Review

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of Discussion of Personnel Matters Relative to Executive Director's Review. Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners present to go into Executive Session at 2:14 p.m. Also in attendance Attorney Alexander, Legal Counsel.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session and Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners present to come out of Executive Session at 2:34 p.m.

11. POST EXECUTIVE SESSION

Possible Discussion of Personnel Matters Relative to Executive Director's Review

There was nothing to report under this heading.

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Cook said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 2:35 p.m.

Respectfully submitted,



James Kate  
Chairman of the Board

ATTESTED BY:



Debra Bouchard  
Executive Director