

MINUTES
WEST HARTFORD HOUSING AUTHORITY
Special Meeting
November 8, 2011
4:00 p.m.
UConn Law School, CULI Conference Room

COMMISSIONERS PRESENT: Sheila Amdur, Janet Turco, Vladimir Kaplan and Raymond Rossomando

COMMISSIONERS ABSENT: Kate Robinson

OTHERS PRESENT: George Howell, CEO, Joel Rottman, Asset/Development Manager, Tracy Webber, Office Manager, Tim Sandor, Financial Consultant, Barbara McGrath, CULI, Andrew Daniels MAPPLAN and Ben Bare, CULI.

The meeting was called to order by Sheila Amdur, Chairperson at 4:05 p.m.

APPROVAL OF THE MINUTES OF OCTOBER 4, 2011

On a motion by Mr. Kaplan and seconded by Ms. Turco, the minutes of the October 4, 2011 meeting, were unanimously accepted and approved.

FINANCE

Mr. Sandor along with CULI drafted revised policies to be reviewed by the Board of Commissioners. The Three Financial Policies discussed were the 1) Bank Reconciliation & Check Security Policy & Procedures, the 2) Debit Card Policy & Procedures and the 3) Petty Cash Policy. Mr. Sandor and the Board of Commissioners along with CULI discussed these policies at length. Discussion items included the review of job titles within the policies for clarification, check limits requiring Commissioner signature, reporting frequency of various financial reports along with other times. It was requested that the WHHA revisit the possibility of using Credit Cards instead of Debit Cards. The Board felt it was important for the Finance Committee to meet on a regular basis and raise issues to the larger Board as necessary. The stated aim was to develop a level of reporting to the Board that effectively raised important items while not creating unnecessary and ineffective frequent report review sessions. The aim of the policies was to state a series of procedures and checks and balances that trigger the flagging of issues or items of concern when they arise (going to the Finance Committee and Board as appropriate). The idea of hiring a full time CFO to assist in the internal championing of the financial policies was also revisited. Everyone agreed that edits would be made and presented to the Finance Committee at their next meeting scheduled for November 30, 2011 at 9:00 a.m.

Mr. Sandor also provided balance sheets and profit and loss statement sheets for the period ending September 30, 2011. He reported that the revenues exceeded budgeted revenues by 28%; specifically, actual operation revenues totaled \$633,542 as compared to budgeted operating revenues of \$493,691 for the same period. Mr. Sandor reported a similar variance existed on the expense side, but he reported that this was almost entirely attributed to relocation activities. Mr. Sandor also reported that the Development Service Fund, provided a three-month net loss of \$22,027.00.

Mr. Sandor commented that the HAP subsidy for Alfred E. Plant has stopped flowing which was a \$64,000.00 per month. Mr. Howell stated that formal requests as well as phone calls had been made to request the funds. Ms. Amdur suggested that the senators office and Congressman John Larson's office be contacted to discuss getting this back.

DEVELOPMENT COMMITTEE REPORT

Ms. Amdur reported that she and Ms Robinson , the Development Committee, met with WHHA staff to discuss new development opportunities including the renovation of Elmgrove. [Further discussion on Elm Grove captured under Executive Director's Report below]. Other developments that are currently in confidential stages of discussion were also discussed at the Development Committee meeting.

In addition, Ms. Amdur reported that a memo had been received by Ms. Tracy Webber, Office Manager, regarding KWK Management, a property owner the WHHA was discussing development opportunities with. Ms Amdur indicated that Ms. Webber wanted to bring to everyone's attention that one of the partners of this Firm was a first cousin and to confirm to the West Hartford Housing Authority, that there was not a conflict of interest in this regard. It was agreed by Ms. Amdur and Mr. Howell, that should the WHHA have any discussions with KWK Management Ms. Webber would not be involved.

EXECUTIVE DIRECTOR'S REPORT

Alfred E Plant

Mr. Howell gave a brief update of the power outage and how the West Hartford Housing Authority handled the disaster. Ms. Amdur commended the staff for working through difficult situations, and did everything to keep all residents safe and fed. In addition, Ms. Amdur wanted to see if there was a way to have the press display how the Housing Authority responded in the emergency situation.

Mr. Howell reported that the Day Care Center was re-occupied October 30, 2011.

Mr. Howell reported that work on the Community Room had been completed, allowing us to provide a secure and clean gathering place for our residents. He reported that we continue to meet every 3 weeks in an effort to keep residents well informed. He discussed that we continue to sponsor "get-togethers" to acknowledge their continued patience and allow them to express any concerns they may have.

Mr. Howell provided a detailed description of the Elm Grove preservation initiative. Mr. Howell explained that the building is aging and has no debt. He explained that the original program was to be that of a self-sustaining/unsubsidized community; however it is costing WHHA \$75,000.00 a year "pay the bills".. He reported that a Physical Needs Assessment was performed by Quisenberry Arcari Architects, and in order to rehabilitate the units and make necessary site improvements, it will cost roughly \$56,000.00 per unit. Ms. Turco suggested that the targeting of Veterans could be a part of the rehabilitation process, using the VASH as a means of funding subsidy. Ms Amdur requested that this be considered in the Elm Grove Plan that was being prepared.

Mr. Howell reviewed the proposed Resolution 2011-09 authorizing the WHHA to develop and implement a preservation plan for Elm Grove. After discussion the Board concluded that they would grant verbal agreement that the Preservation Plan for Elm Grove should be developed, however, the Board did not feel that a resolution was necessary at this time.

Finally, Mr. Howell reported that staff is discussing the scope of the project for new development opportunities, acquisitions and development opportunities within the Town of West Hartford.

STAFF REPORTS

Asset/Development Manager's Report

Mr. Rottman presented a report stating that the first 58 units have been completed and tenants have moved back in. He reported that 21 units are currently under renovation. He went on to report that 5 residents are currently at Homewood Suites. He also reported that the final un-renovated units will have their residents relocated to the fourth floor of the new addition/building.

Mr. Rottman again discussed that the Day Care Center had been completed. Ms. Turco as well as Mr. Howell suggested that a "press event" be held regarding the reopening of the Day Care Center. Mr. Rottman reported that he has discussed the issue with the Director, Julie Carlson, and that she would be discussing this issue with her Board at the next meeting and would communicate back to Mr. Rottman.

Mr. Rottman reported that the community room and card room have been completed. He went on to report that the walkway connections between the two buildings have begun and the façade on Whiting Lane has begun.

Finally, Mr. Rottman reported "exterior construction", the unit doors have been installed, cabinets have been installed on the fourth floor of the new building and the flooring was soon beginning. He reported that the fourth floor is on target for early partial-building Certificate of Occupancy in December.

Section 8 Leasing Manager Report

HCV Program:

Ms. Kozlowski submitted a report that for the month of October, there were 532 participants on the program with 50 clients utilizing their vouchers in other towns (port outs). Average HAP=\$718.05. Ms. Kozlowski reported that 76 residents remain at Plant.

Ms. Kozlowski's report stated that the utility allowance schedule was reviewed for the Section 8 program and an increase was granted to those clients who utilize "heating oil" as a heat source due to an 8% increase of fuel costs. Gas and Electric remained the same or decreased slightly.

Ms. Kozlowski's report explained that the West Hartford Housing Authority will no longer be absorbing income portable vouchers from other towns effective 12/1/11 until the HAP appropriations budget is received and the topic will be revisited at that time.

Finally, the report stated that the funding for the Family Self-Sufficiency Coordinator position has been received in the amount of \$69,000.003

FSS Program

Ms. Kozlowski's report provided explained that Sophie, the FSS Coordinator, has been scheduling monthly reviews with the clients to assess their needs. In addition, she is utilizing Charter Oak Community College, Capitol Community College, and Jewish

Employment & Transition Services to further client's education and prepare for job interviewing.

DSS Program

Ms. Kozlowski provided a report that we are currently managing 1571 accounts with a monthly revenue of \$41,703.00. In addition, nineteen of the DSS clients who reside in the town of Middletown will be absorbed by Middletown Housing Authority Section 8 program effective December 1, 2011. The report explained that John D'Amelia's office requested that the vouchers be absorbed by Middletown Housing to help reduce over budgeting by the DSS Program and recent reduced funding.

Ms. Amdur commented and wanted to congratulate Ms. Kozlowski and her entire staff for the 100% score on the Section 8 SEMAP for fiscal year-ending 6/30/2011 by HUD.

RECESS TO EXECUTIVE SESSION

The regular meeting went into Executive Session to discuss personnel issues at 6:35 p.m.

END OF EXECUTIVE SESSION – RESUME REGULAR MEETING

The regular meeting resumed at 7:25p.m.

CHAIRPERSON'S COMMENTS

None.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business

ADJOURN

On a motion by Ms Turco and seconded by Mr Kaplan the regular meeting adjourned at 7:25 p.m.