

Trumbull Housing Authority – January 24, 2023

Trumbull Housing Authority Virtual Meeting
January 24, 2023
6:00 pm

Commissioners Present: Chairman, Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger

Also Present: Dawn Cantafio, Director of Finance; Paulette Mack, Executive Director; Accountant Jason Geel, Daisy Torres, Congregate Manager (entered at 6:10pm) and Lisa LaBella (entered at 6:10 pm)

The meeting was called to order by Mrs. McGannon at 6:02 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Approval of Minutes

Motion was made by Ms. Pederson to approve the minutes of December 13, 2022 as written.

Seconded by Mrs. Bova and approved by unanimous consent.

Report of Director of Finance

Mrs. Cantafio reported the following:

1. The elevator runs well and reimbursement is expected this month.
2. Work Orders are up-to-date and completed in a timely fashion. Tenants are happy with the prompt service they are receiving and the work being done.
3. Working with Mr. Geel and Millennium to close out the SSHP 2017 grant. Dan Martin, Assistant Finance Director and Rina Bakalar, Director of Economic Development, are making sure audit items on the 2018 Small Cities grant are complete. This was for window replacements.
4. Work continues on policies for best practices and interviews are scheduled. They will be welcoming new tenants within the next few weeks.

Report of Congregate Manager

Ms. Mack reported the following for Ms. Torres:

1. One unit will be rented on February 1 and another unit will be available in the middle of the month.
2. Food service is still an issue.

Treasurer's Report and Discussion of Financials

Mrs. Bova reported for the six-month period ended December 31, 2022. The overall loss of the Housing Authority was (\$39,653). However, the Operating Gain, before capital activity and depreciation, was \$337,949, of which \$16,072 is attributable to Stern Village and \$21,877 to Congregate.

Stern Village had a current month's Operating Gain of \$5,319 compared to a budgeted gain of \$7,500. The month's gain is near budgeted amounts despite incurring approximately \$14,000 in consulting costs related to policy and staff review services and vacancy loss being almost \$6,000 over budgeted amounts. For the year, vacancy loss is approximately \$25,000 over budget which is the primary driver in not meeting surplus goals for the year.

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For Congregate, the current month's Operating Gain was \$713 compared to a budgeted gain of \$1,083. The month's financial results reflect another month of close adherence to budget with electricity representing the sole significant negative item as electric costs are currently 10% over budgeted amounts. For the year, both revenue and expenses are closely within budgeted amounts. Further, Congregate services funds are currently \$4,800 underspent which could result in the return of unused grant funds at yearend.

The overall cash position of the Authority including reserves is \$642,172.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2022</u>	<u>11/30/22</u>	<u>12/31/2022</u>	<u>YTD Change</u>
Cash	\$103,203	\$ 45,437	\$ 59,881	\$(43,322)
Accounts Payable	\$ 65,441	\$ 89,689	\$ 92,413	\$(26,972)
Interprogram Loan	\$355,881	\$356,247	\$352,435	\$ (3,446)
Reserves	\$507,142	\$513,969	\$515,841	\$ 8,699
Excess Cash	\$ (73,436)	\$ (99,497)	\$ (85,053)	
 Congregate				
Cash	\$ 59,264	\$ 95,362	\$ 56,635	\$ (2,629)
Accounts Payable	\$ 35,652	\$ 29,596	\$ 19,912	\$ 15,740
Interprogram Loan	\$355,881	\$356,247	\$352,435	\$ 3,446
Reserves	\$ 9,499	\$ 9,605	\$ 9,640	\$ 141

Congregate cash and the Village loan balances are right at planned amounts. Management expected to make a reserve contribution as soon as the next subsidy payment is received from DOH in early next quarter. Village cash position continues to struggle due to operating results, however, insurance proceeds totaling over \$30,000 were received in January 2023. Management hopes to have the Development Cost Certification submitted to CHFA in January 2023 which should result in significant funds returned to reimburse its costs during development.

Tenant Accounts Receivable balances as follows:

Stern Village	<u>6/30/2022</u>	<u># of Tenants</u>	<u>12/31/2022</u>	<u># of Tenants</u>
One Month or Less	\$ (2,953)	46	\$ (5,533)	66
Over One Month Rent	\$ 3,578	4	\$ 3,617	3
Inactive AR	<u>\$ 1,744</u>	<u>10</u>	<u>\$ 7,147</u>	<u>13</u>
Total	\$ 2,369	60	\$ 5,231	82
 Congregate				
One Month or Less	\$ (960)	5	\$ (1,166)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 2,184</u>	<u>4</u>	<u>\$ 2,869</u>	<u>5</u>
Total	\$ 1,224	9	\$ 1,703	10

Mrs. McGannon noted the report was adjusted to reflect "six-month" of reporting not "five" as posted.

Ms. Torres and Mrs. LaBella entered the meeting at 6:10 pm.

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Mrs. Anderson requested clarification on some accounts such as Worker's Comp (down), heating (over budget), cleaning the common area in the Congregate (not budgeted) and cleaning supplies in the Congregate (over budget). He first noted there was another correction to the Treasurer's Report – the first paragraph, second sentence, should read - was "\$37,949", of which..." . Mr. Geel noted the budget for heating reflects the annual cleaning done on the heat pumps which is approximately half of the budget. He will research the other accounts for Mrs. Anderson and Ms. Pflueger.

Discussion was held regarding increases in the resident's electric bills. Ms. Mack noted a resident received an invoice stating their bill would be decreased by \$20.00. Residents are requested to only use the heat pumps and not the baseboards to keep costs down.

Inactive AR for the Village is \$7,100. This total will be written off. Ms. Mack will provide specifics to Mrs. Anderson. Congregate is \$2,800.

Mr. Geel noted the process for the budget season is to re-evaluate utilities allowances which has not been done recently and should be considered when working on the next budget. This helps the residents because it comes off their rent. It was noted any adjustment in the utilities allowance for residents must be approved by the CHFA as part of the rent package. It is not reimbursable by the State.

Congregate Managers Report

Ms. Torres reported the following:

1. One unit will be filled on February 1. The second unit was completed on January 20 and she expects it to be filled by mid-February.
2. There are two outstanding Work Orders from 2022 that are general in nature. Currently, for 2023, there are four outstanding Work Orders.
3. The Food Service is an issue and she will communicate with Mrs. McGannon on specifics.
4. Glass was broken in the Dining Room.
5. Lunch program generates 4-11 residents daily coming to the Dining Room.
6. Monthly Wellness programs are being scheduled including a pizza party on January 26.

Executive Director's Report

Ms. Mack reported the following:

1. Two checks were received for the two units.
2. There is a meeting on January 25 with Millennium regarding a proposal for property management.
3. Six units available in the Village need to be rehabbed; eleven are ready to be rented.
4. Two interviews are scheduled for the Resident Coordinator position the first week in February.
5. Ms. Mack, Mrs. Cantafio and Mrs. LaBella have been in contact with THA Web regarding wait list letters and the reporting system with the wait list.
6. Meeting with the Trumbull Health Department Nurse to start blood pressure screenings and other health awareness programs for the Congregate and Village residents starting in February. More programs will be done in the Spring.

Unfinished Business

1. Approval of Meeting Dates – **motion was made by Ms. Pflueger to approve the 2023 meeting dates as presented. Seconded by Ms. Pederson and approved by unanimous consent.**

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New Business

1. ELITE Bookstore Invitation – Mrs. McGannon noted the Elite program that runs the Next Chapter Books in Trumbull Center would like to provide a coffee hour program for the residents of Stern Village. This is a program for special needs students, age 18-22, that provides them with career training. Ms. Mack will work on the details.

Resident Comments

No Resident Comments.

Next Meeting

A Special Meeting will be held on February 7 to continue the discussion of the policies worked on during the workshop on January 21 with possible approval at that time. One policy will be voted on at the regular THA meeting on February 28 as it requires a public hearing.

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 6:30 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk