

Trumbull Housing Authority - August 2, 2022

Trumbull Housing Authority Virtual Meeting
August 2, 2022
6:00 pm

Commissioners Present: Chairman, Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson (left at 7:00 pm) and Sara Pflueger

Also Present: Interim Executive Director Paulette Mack (left at 7:22 pm); Dawn Cantafio, Community Development Director (left at 7:22 pm); Daisy Torres, Congregate Manager (left at 6:58 pm) and Accountant Jason Geel (left at 6:22 pm)

The meeting was called to order by Mrs. McGannon at 6:06 pm followed by the Pledge of Allegiance and Roll Call.

Motion was made by Ms. Pederson to move the Treasurer's Report and Discussion of Financials out of order. Seconded by Mrs. Anderson and approved unanimously.

Treasurer's Report and Discussion of Financials.

Mrs. Bova reported for the year ending June 30, 2022, the overall gain of the Housing Authority was \$665,075 which includes \$741,956 in Capital grant proceeds during the year. Further, the Operating Gain, before capital grants and depreciation, was \$72,587 of which \$59,164 is attributable to Stern Village and \$13,423 to Congregate.

Stern Village had a current month's Operating Loss of (\$29,222) compared to the budgeted gain of \$7,501. The results are lower than expected due to removal of \$23,755 in unspent insurance proceeds from revenue in the current month and a five-week month for payroll. Stern Village finished the year \$20,317 over projected rental revenues due largely to tenant turnover early in the year. For expenses, salaries were the most significant cost overrun due to staff transition towards the end of the year.

For Congregate, the current month's Operating Gain was \$8,378 compared to a budgeted gain of \$601. The month's gain is due to recognizing additional rental subsidies received from DOH in June, while expenses were overall consistent with budgeted amounts. For the year, Congregate met budgeted rental amounts with expenses coming within budgeted amounts except for Legal and other outside services (CNA fee).

The overall cash position of the Authority, including reserves, is \$680,277. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2021</u>	<u>5/31/22</u>	<u>6/30/22</u>	<u>YTD Change</u>
Cash	\$104,160	\$113,549	\$ 103,203	\$ (957)
Accounts Payable	\$ 75,128	\$ 58,398	\$ 65,441	\$ 9,687
Interprogram Loan	\$378,049	\$342,831	\$355,881	\$(22,168)
Reserves	\$506,831	\$507,142	\$507,142	\$ 311

Trumbull Housing Authority - August 2, 2022

Resident Comments

None.

Approval of Minutes

1. **Motion was made by Mrs. Anderson to approve the minutes of the Trumbull Housing Authority Special Meeting on July 14, 2022. Seconded by Ms. Pflueger and approved by unanimous consent.**
2. **Motion was made by Ms. Pflueger to approve the minutes of the Trumbull Housing Authority Regular Meeting of June 28, 2022. Seconded by Mrs. Bova and approved with one abstention from Mrs. McGannon.**

Report of Community Development Director

Mrs. Cantafio reported the following:

1. FEMA application was accepted and they are waiting for reimbursement.
2. Paperwork is complete for CHFA for the elevator project. CONE will be setting a start date for work to begin once all paperwork is submitted.
3. Discussion was held with Kent Lewis. Once all the current open grants are closed out, they can begin to apply for additional funding.
4. Money was received from UI for the nine refrigerators in Stern Village.
5. Heather, Ms. Mack and Mrs. Cantafio have completed the Welcome Packet for new residents.
6. Work orders are being closed out. She is working with Maintenance Staff to help them stay on top of the Work Orders. Her report will be sent to the Board each month as an update.
7. Work is being done on the Policy and Procedures. They are translating some into Spanish.
8. Mr. Chin has helped them update the website and will continue to be the point of contact.
9. Housing applications are being accepted from August 1 through September 30.
10. Ms. Mack met with the staff. There will be a new purchasing policy that will provide more specific information on where funds are spent and the amount spent. Ms. Cantafio will also be doing product ordering to see if they can save money. A meeting will be held with Maintenance to get them organized and onboard with this new procedure.

Executive Director's Report

Ms. Mack reported the following:

1. Work Orders are being completed. There was a recent problem with grease which will be rectified.
2. A few residents are aging in place and are calling for assistance. She will be initiating a home care program which will allow residents to select some type of assistance according to their needs. This will be for both the Village and the Congregate.
3. DOH check was received.
4. A quote has been received for the work to be done on the sidewalk and curb in front of the Congregate. It was felt this quote was reasonable for the work to be completed. The company is on the approve list with the Town, is reliable and does good work.
5. A new employee was hired for the kitchen which is working out well.
6. A new maintenance employee was hired to start on August 15 for 120 days per the union. This will help with the 13 units that need to be rehabbed.
7. Housing applications are being accepted from August 1 through September 30. Two residents from the Congregate are moving to the Village this month.
8. Mrs. McGannon suggested contact be made with Marilyn Moore regarding funding.

Trumbull Housing Authority - August 2, 2022

9. Mrs. Anderson requested Ms. Mack to send her weekly report to the Board as an update.

Maintenance Activity Report

Covered under Interim Executive Director's Report.

Update on Staffing Report

Covered under Interim Executive Director's Report.

Congregate Updates

Mrs. McGannon thanked Ms. Torres for her work filling four units in the Congregate and working in the Dining Room when needed.

Ms. Torres reported the following:

1. Three more units will be empty in the near future. Residents are being recruited and the units should be filled quickly.
2. The air-conditioning units that cover the hallways and the elevator are in need of replacement. They had them inspected because the circuit breaker kept blowing. They found a mouse infestation that has caused the problems (chewing of wires and nesting). All resident units are functioning. Ms. Mack will contact the exterminator. Mrs. Anderson questioned if the units are repairable. Ms. Torres noted these units are no longer manufactured (size and type) and the entire setup would need to be reconfigured.
3. Lunch program was discussed. Residents are slowly coming back. Thank you to Fernando for assisting. Mrs. McGannon distributed a questionnaire asking the Congregate residents about the lunch program and included a place for comments. Questionnaires have been completed. Mrs. McGannon will tabulate the results and share with the Board.

Unfinished Business

No Unfinished Business.

New Business

1. Name Change for Community Development Director – It was agreed to change Mrs. Cantafio's title to Director of Finance since she has been working a great deal with the financial side of the THA. **Motion was made by Mrs. Bova to change Mrs. Cantafio's title to Director of Finance. Seconded by Mrs. Pederson and approved unanimously.**

Executive Session

Motion was made by Ms. Pflueger to enter into Executive Session at 6:56 pm to discuss Legal Representation and Legal Fees and the Updated Staffing Consultant's Proposal. Invited are Board members, Ms. Mack and Mrs. Cantafio. Seconded by Mrs. Anderson and approved by unanimous consent. (Ms. Pederson left the meeting at 7:00 pm prior to the Executive Session).

Ms. Torres left the regular meeting at 6:58 pm. Ms. Mack and Mrs. Cantafio left the Executive Session at 7:22 pm.

Motion was made by Mrs. Anderson to exit Executive Session at 7:37 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Trumbull Housing Authority - August 2, 2022

Motion was made by Mrs. Anderson to accept the Memorandum of Understanding for consulting services dated July 27, 2022 from Allyson Maida. Seconded by Mrs. Bova and approved unanimously.

Old Business

No Old Business.

Resident Comments

No Resident Comments.

Adjournment

There being no further business, motion was made by Mrs. Anderson to adjourn the meeting at 7:41 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk