

Trumbull Housing Authority Virtual Meeting – December 21, 2021

Trumbull Housing Authority Virtual Meeting
December 21, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson and Charlene Pederson (entered at 5:06 pm)

Absent: Suzanne Donofrio

Also Present: Executive Director, Harriet Polansky and Accountant Jason Geel

The meeting was called to order by Mrs. Anderson for Mrs. McGannon at 4:33 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Past Minutes

Motion was made by Mrs. Bova to approve the minutes of November 30, 2021 as presented. Seconded by Mrs. McGannon. After consideration of the number of Board members present, Mrs. Bova withdrew her motion to approve the minutes. Seconded by Mrs. McGannon. **Motion was made by Mrs. Bova to postpone the approval of the minutes until the January meeting. Seconded by Mrs. McGannon and approved unanimously.**

Treasurer's Report and Discussion of Financials

***NOTE* Paperwork posted should read November 30, 2021 not September 30, 2021. All other information is correct.**

Mrs. Bova presented the financials from July 1, 2021 to November 30, 2021. The overall gain of the Housing Authority was \$48,127. Further, the Operating Gain, before capital grants and depreciation, was \$31,629 of which, \$27,129 is attributable to the Village and \$4,400 to Congregate.

For Stern Village, the current month's Operating Loss was (\$8,007) compared to the budgeted gain of \$7,501. The loss is primarily attributable to a five-week payroll month, \$6,000 in contract services to prune and trim trees related to storm damage and annual housing software billing. For the year, rental revenues have met budgeted amounts with maintenance expense now over budget for the year by \$20,199. This overage is expected to get lower as the year progresses as it includes the full annual payment for HVAC cleaning.

For Congregate, the current month's Operating Gain was \$2,089 compared to a budgeted gain of \$601. Congregate has exceeded expectations so far this year due to limited maintenance work required to date despite legal expected to exceed budgeted amount by \$7,000 for the year.

The overall cash position of the Authority, including reserves, is \$659,096. Payables include construction payables totaling \$30,202.

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A snapshot of program balances are as follows:

Stern Village	<u>6/30/2021</u>	<u>10/31/21</u>	<u>11/30/21</u>	<u>YTD Change</u>
Cash	\$ 104,160	\$ 20,834	\$ 39,457	\$ (64,703)
Accounts Payable	\$ 75,128	\$ 62,912	\$ 63,698	\$ 11,430
Interprogram Loan	\$ 378,049	\$ 397,144	\$ 376,230	\$ (1,819)
Reserves	\$ 506,831	\$ 506,993	\$ 506,993	\$ 162
Excess Cash	\$ (46,759)	\$(109,886)	\$(94,553)	
Congregate				
Cash	\$ 90,274	\$ 117,736	\$ 103,172	\$ 12,898
Accounts Payable	\$ 26,174	\$ 47,162	\$ 22,110	\$ 4,064
Interprogram Loan	\$ 378,049	\$ 397,144	\$ 376,230	\$ 1,819
Reserves	\$ 9,471	\$ 9,474	\$ 9,474	\$ 3

Village cash decreased since the beginning of the year due to payment of Radon abatement work related to the SSHP project totaling \$61,000. It's expected that these funds, will be reimbursed upon project closeout later this year. Cash balances of the Congregate program will continue to be evaluated for paying down the Village loan when possible.

Tenant Accounts Receivable balances as follows:

Stern Village	<u>6/30/20201</u>	<u># of Tenants</u>	<u>11/30/21</u>	<u># of Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (2,526)	50
Over One Month Rent	\$ 3,051	4	\$ 2,389	4
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 446</u>	<u>7</u>
Total	\$ 13,044	98	\$ 309	61
Congregate				
One Month or Less	\$ 606	5	\$ (294)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 2,349</u>	<u>3</u>
Total	\$ 16,121	16	\$ 2,055	8

Tenant balances remain predominantly current with the largest overdue balance in full December 2021.

Mrs. Anderson noted she had spoken with Ms. Polansky and Mr. Geel off-line regarding the \$7,000 overage in Outside Services. This is a combination of legal fees and fees for the CNA (\$3,500). She asked if the CNA work was actually paid in full the payment just booked. Mr. Geel noted the final check was cut in November. She requested that the Board see the presentation and get the work product before the final payment is made for the service and requested the check be held if it has not been sent. Presentation is scheduled for January 2022.

Mrs. Anderson requested clarification of the rent being in arrears. Mr. Geel noted the largest balance has been paid in full by UniteCT. Ms. Polansky is still waiting for an additional payment for another resident from UniteCT. After this, there should be two small amounts remaining.

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Mrs. Anderson questioned the smoke detector quotes being secured. Ms. Polansky noted all smoke detectors been replaced. One half was paid by HTCC. She will provide information on what the Village portion is of the bill.

Executive Director's Report and Maintenance Activity Report

Ms. Polansky noted the following:

1. Thank you to Deputy Fire Marshal Alex Rauso who spoke to the residents about fire safety. This is part of the safety program through HASIP who provided the grant.
2. Thank you to the Medical Arts Pharmacy for providing booster shots for the Congregants. It's imperative that residents get fully vaccinated and are mindful of wearing masks and foregoing large crowds.
3. The Housing Authority Small Improvement Program Grant was received. They can now purchase the safety kits with flashlights and transistor radios for the Villagers.
4. Rehab of units continues. They are only using one unit as a hotel unit and are continuing to fill vacancies based on the wait list. They will continue rehabbing units into 2022. Still waiting for appliances to arrive.
5. Working towards closing the SSHP grant in January.
6. All radon testing is completed.
7. A Door Decorating Contest was held in the Congregate. Thank you to Paulette Mack for coordinating and Jenn Gillis for sponsoring and judging the event. Deb Van Scoy won 1st prize of a \$100 Stop & Shop Gift Card; Jean Wilkinson took 2nd prize of a \$50 Stop & Shop gift card and Thelma Guidry won 3rd prize of a \$25 Stop & Shop gift card. Jean Wildman received honorable mention and awarded a \$25 gift certification. Poinsettia plants were given to non-winner participants.
8. Submission of information for the audit has begun.
9. FEMA may be allocating more money. They expect 25% more. Ms. Polansky is working on another application for reimbursement.
10. UI is providing an incentive of \$100 towards each new refrigerator.
11. The Maintenance staff put up Christmas trees in the Community Room and Congregate. They also put up outdoor lights and festive blowups in front of the Congregate. She thanked Lisa Kish and Maureen Bova for the Holiday Decorating Party in the Community Room and Deb Van Scoy, Maryann Garold for decorating the Congregate.
12. Maintenance picked up leaves, conducted the yearly inspections of the Congregate, turned-over unit 2-J in the Congregate and are continuing to working on cleaning out an apartment in the Village. They needed to place and retrieve radon canisters in the middle units in order to close out the SSHP grant. Due to vacations, they have not had a full Maintenance crew. From November 20 to December 20, the Congregate had 12 work orders and the Village had 36. Each work order takes approximately 45 minutes to complete.

The radon issue was resolved. Additional cost may be for the test kits which is approximately \$700 per month. All costs should be covered by the grant but it depends on how much was already spent from that funding.

Congregate Food Service

Ms. Polansky reported that Creative Culinary will no longer provide food services as of February 7, 2022. An RFP was done with six responses. Caterers and food service companies based on recommendations also received RFPs. Daisy and Ms. Polansky met with a few interested companies and showed them the

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commercial kitchen. The RFP is due December 30, 2021. At that time, the responses will be reviewed and scored with a matrix as well as a trial of prepared foods by the Food Committee, Daisy two Commissioners and Ms. Polansky will be conducted. The new vendor will need to be approved by the Board and DOH will be advised of the new cost as they will be required to provide additional coverage for Congregate residents. Discussion was held regarding the subsidy for residents in the Congregate who use the food service. Mr. Geel noted those residents who receive a subsidy will continue to have their cost covered. Anyone not receiving a subsidy, will be required to pay the new cost. Mr. Geel noted the Board will need to discuss, after the selection is made and the new cost is known, whether all, some or none of the costs will be passed on to residents when the change is made in February. Mr. Geel reviewed the methodology that needs to be used for this increase with DOH. It may be possible to delay the increase to residents until July 1, 2022 depending on the Congregate's financial position. Ms. Polansky noted, after meeting with Creative Culinary about the resident concerns, their food has been inconsistent in quality.

Unfinished Business

Discussion was held regarding the 2020 audit report, specifically the THC missing from the narrative and funds in accounts. Mr. Geel noted he spoke with the auditor on the two items in question as follows:

1. It was originally felt the funds were in the hands of the THA. There was no disclosure required for THC until this year. He will add the clarification to the audit and asked to get through the 2021 audit where he will give full disclosure for the THC and will apply that same methodology back to the 2020 audit. He is aware there was an error with the terms in the 2020 audit.
2. On interest rates and concentration of credit, he noted a dependency risk going forward (dependent on DOH for the Congregate program in order to be stable). The risks he identified in 2020 were not necessarily new. It was pointed out because there was cash in excess of the FDIC insurance at that time. Moving forward, he would like to report the concentration of credit risk may still stand as it is but word it as may exceed FDIC insurance at times.
3. Suggested policies be implemented to manage cash so that it does not exceed FDIC limits.

Mr. Geel discussed the investments and noted they are guaranteed by the Federal government. Accounts would need to be separated out to different banks to avoid risk.

Charlene Peterson entered the meeting at 5:06 pm.

These risks need to be disclosed by the auditor because the limits were exceeded in the accounts and required a suggestion that policies should be considered to address this potential risk in the future. Mr. Geel discussed how other authorities handle this situation. Mrs. Anderson felt there should be a written policy as the Board has a fiduciary and personal responsibility for the money and they need to make it secure. Discussion was held regarding the use of CDs to divide the funds and how the Authority would need to have something more short term to keep the funds more liquid.

Mrs. Anderson requested Mr. Geel help her to develop a policy to bring to the Board in January.

Motion was made by Mrs. McGannon to accept the June 30, 2020 audit as presented. Seconded by Ms. Pederson and approved unanimously.

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New Business

1. Discussion was held regarding the Board meeting dates for 2022. Motion was made by Mrs. McGannon to hold all meetings going forward on the fourth Tuesday of the month at 6:00 pm. Seconded by Ms. Pederson and approved unanimously.
2. Mrs. Anderson suggested to Ms. Pederson and Mrs. Bova, who are reviewing the Bylaws, to changing the current meeting date information (Monday and fourth Tuesday) to reflect the change as previously discussed and agreed upon. She requested an email notice be sent out before the Board meeting about changing the Bylaws as required. This will be placed on the agenda for January.

Resident Comments

No Resident Comments.

Adjournment

There being no further business, motion was made by Mrs. McGannon to adjourn the meeting at 5:24 pm. Seconded by Ms. Pederson and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk