

HOUSING AUTHORITY CITY OF DERBY  
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Board of Commissioners  
Linda Fusco, Chairperson  
Adam Pacheco, Vice Chairperson  
Robert Lisi, Treasurer  
Ronald Luneau, Secretary

Meeting ID: 816 9676 1688  
Passcode: 761102

### **Derby Housing Authority Meeting Minutes February 4, 2021**

The Derby Housing Authority meeting was called to order at 6:34 pm by Chairperson Fusco and was followed by the Pledge of Allegiance.

#### **Roll Call**

**Present:** Linda Fusco, Chairperson, Robert Lisi, Treasurer, Adam Pacheco, Vice-Chairperson

**Also Present:** Ellen Oczkowski

**Absent:** Ronald Luneau, Secretary

#### **Approval of Minutes –Meeting Minutes September 3, 2020**

*A motion to approve the minutes of the September 3, 2020 meeting was made by Mr. Lisi and seconded by Mr. Pacheco. Motion Carried.*

#### **Additions, Deletions, Corrections:**

None

#### **Public Portion:**

No one from the public spoke.

## 7. Old Business

### a. Monthly Report from Imagineers – attached

Chairperson Fusco went over the report and the board discussed replacing Laura Wabno's position or having Imagineers take over the position at no additional cost to the Housing Authority. After some discussion a motion was made.

*Mr. Pacheco made a motion to eliminate the FSS Position and outsource the works entirely to Imagineers provided services necessary under the granted dollar amount from the Federal Government so that no additional costs are borne by the Derby Housing Authority. Mr. Lisi seconded the motion. Motion Carried.*

Project based voucher programs have to be renewed every year. Rent increased approved by HUD.

Project based voucher paperwork was reestablished for another year.

Agency Plan submitted to HUD and was voted on at last meeting and no one came to the meeting. Mr. Lisi suggested at the last meeting, going forward to solicit comments or suggestions from participating landlords the changes, goals, objectives and policies of the housing authority and Imagineers will do that.

HUD news, the CDC extended the eviction moratorium which was not a big surprise.

Chairperson Fusco discussed Stygar Terrace at length with Ken from Imagineers. Ms. Fusco explained with the board further the importance of the Project Based Voucher Program. Mr. Pacheco suggested putting information packets together, and to have Joan, assuming she would be the point person, handout the information. Mr. Pacheco also added to include a FAQ subsection for frequently asked questions. A committee will be formed and all the information will be put together to be given to the residents.

There was discussion from the board with Ellen about Joan's extra hours that she is working that she is not being compensated for. Mr. Pacheco said that Ellen needs to manage the staff better and that would mean to let Joan know she is not supposed to work more than her 18 hours a week, if she is and is documenting those extra hours on a timesheet that she is submitting to Ellen, then Ellen has addressed this with Joan. Ellen stated that when the grant was cut and Joan's hours decreased she was sent an email stating that her hours were going down to 18 hours, she has said several times that's not part of your job and that you are only supposed to be working 18 hours. Mr. Pacheco said that Ellen will need to start a disciplinary process and that he would be happy to help Ellen compose a letter.

### b. Monthly Report from Joan Kayser, DHA Resident Services. Coordinator

**Derby Housing Authority (DHA) – Imagineers Update on HCV Program February 2021**

- **FUNDING:**
  - ✓ On January 21, 2021 Derby received HUD's VASH voucher funding award letter for the 5 additional VA Vouchers. We have contacted the VA and have asked for referrals to fill these vouchers.
  - ✓ On January 12, 2021 HUD sent a "Get Ready" funding letter announcing that PHAs will continue to receive timely disbursements for its HCV program's HAPs and Admin Fees and that PHAs should also expect timely disbursements for February 2021. The letter continued to announce that the HAP proration based on the 2021 Appropriations Act is estimated to be 99.34% and the Admin Fee proration is expected to be set at 83.82%.
  
- **FAMILY-SELF SUFFICIENCY PROGRAM (FSS):**
  - ✓ HUD's proposed changes under HOTMA are still pending final notice of approval.
  - ✓ A contract with a start date of February 2021 has been mailed out to the new participant, B. McNabb.
  - ✓ For February, we will be absorbing a client from Ansonia who is looking to transfer her FSS account to DHA program.
  - ✓ We have four section 8 participants that Laura had identified as potential clients as well.
  - ✓ Imagineers is committed to ensuring the FSS program continues. We are not seeking additional funding but are taking steps to confirm what the requirements are of accepting the FSS grant and eligibility. We have successfully administered the FSS program in the past without the use of HUD grant funding.
  
- **PROJECT BASED VOUCHER PROGRAM - PBV:** The Baron PBV renewal paperwork has been completed with the owner and the rental increases have been approved effective 2/1/21.
  
- **AGENCY PLAN SUBMISSION TO HUD:** Derby's Annual Agency Plan public hearing was held on January 7<sup>th</sup>. There was no one from the public at the hearing. A Board member suggested that going forward we solicit comments or suggestions from the participating landlords on any changes to the goals, objectives, and policies of the Derby Housing Authority's agency plan. We satisfied the required HUD mandate for Derby's 2021 agency plan prior to the submission of January 15, 2021.
  
- **LATEST HUD NEWS:** The CDC has extended the eviction moratorium order which bans evictions for nonpayment of rent provided tenants sign a declaration statement until January 31, 2021.
  
- **ACCOUNTING:** We are working on the 1099 reporting in order to get the 1099 forms printed and mailed for January 31, 2021. We continue to work on the Direct Deposit sign up for HCV property owners and expect to do another mailing in February to offer the opportunity to any interested property owner.
  
- **STYGAR TERRACE** - Since last meeting we discussed with DHA Chairperson Fusco next steps toward addressing the historical project-based issue at Stygar Terrace and have been working toward scheduling a meeting between DHA staff and Imagineers to develop an agreed upon plan and to ensure support to a successful resolution.

I can be reached directly at 860-768-3345, if anyone has any questions or concerns. Thank you. Ken Schultz

January 26, 2021

## Derby Housing Authority Monthly Report

My report will be extremely brief as I am swamped and just got the em this morning to get the report in.

The best news I have to tell you is that Griffin Hospital Community Outreach contacted me for help with vaccinating the 75+ population. I was happy to hold two COVID19 Vaccine Clinics here at Stygar and Guardiano on Friday Jan. 22. Two nurses came and an intake person and they were able to vaccinate 12 (three of whom were from Cicia) residents at Stygar and 7 at Guardiano. I called every resident at the three sites that was 75+ and happily 8 had already received their first dose mostly from VA! This was a great service that Griffin offered especially for our residents that don't drive. As soon as vaccine is available for the 65+ folks we will hold one for those residents. Also, as soon as Cicia CR is finished we will hold one there.

It continues to be a challenge to work a FT job in 18 hours especially with three sites to cover. I normally am at all the sites and DHA office each day. A lot of back and forth is to help with the recertification process.

I have been able to get SNAP benefits for two new residents and MSP for a new resident. We also are having a hearing next week with DSS for one of the residents who had his SNAP reduced for no known reason. With the CARES money a single resident is getting \$234 in SNAP a month. Also contacted a wonderful young enthusiastic pastor of Walnut Community Church here in Derby and he has allowed me to pickup fresh food boxes at his church. I picked up 6 on Jan 7, and there was another Food Distribution on Jan. 21 which I wasn't able to get to and he kindly called me at home and said he saved 6 for me and I could come and get them Friday, I told him I couldn't because of the Covid19 vaccine clinic and he actually delivered to me at Stygar! Four were picked up by low income residents at Stygar and I took two with me to Guardiano when we went there and gave to the lowest income non-drivers there!

Continuing to get more residents on the Energy Assistance Program run by TEAM and am meeting with Camille at TEAM early Feb to see who is still missing paperwork for the program so I can follow up with the residents.

One of our residents at Cicia Manor continues to be problematic with loud yelling and cursing various times thru the night, disturbing his neighbors who called the DPD, I reached out again to Continuum of Care to please try harder to find supportive housing for the resident. I am also working on trying to get his paperwork together for EA and the recert.

Joan M Kayser, M.A., RSC

c. Update on CiCia Manor Construction

Chairperson Fusco explained CiCia manor will be ready for occupancy on March 1st. It looks great but one thing that has to be addressed before the CO is received and that is the fire alarm system that needs to be looked at and possibly re-wired. Chairperson Fusco called the tech company that installed the fire alarm system and he wanted Phil Hawks, the Fire Marshall, to go out with him to take a look. He doesn't understand how the grant and the architect didn't require the fire alarm system in all 3 units, and only the downstairs so he would like to have the Fire Marshall take a look with him to see if it is ok to have just the fire detectors downstairs. They came in under bid and asked if they could use the money for the extras like lighting and work on the sidewalks, they said no they could not use that money, they are not leaving the balance with the housing authority. Peter Testa will look into seeing if all of the money has to be returned with Chairperson Fusco to pursue this issue.

d. Ongoing Discussion of Maintenance Issues

There was a lengthy discussion regarding the maintenance issues and why Imagineers LLC feels that they were a bad fit. Imagineers felt like the board sets the budget and we get the orders and go out. Ken felt there was a lot of feedback and direction given by DHA representatives more than a traditional property management company would normally receive. Chairperson Fusco explained the reason she felt this happened was that there were a lot of concerns about the abilities on site doing the work that made us have that kind of oversight. The board suggested asking Ken to let the agency know what were the reasons why we were a bad fit and it might be helpful going forward to see what the agency can do better or if there are some deficiencies that can be addressed. Mr. Pacheco said going forward before the DHA puts out an ad in the papers for maintenance positions as were in the past that worked, the DHA needs to ensure that Imagineers are going to remain in the interim as that was the arrangement. Mr. Pacheco also suggested contacting Janet the Agency's accountant to get some figures to see what the DHA can afford. How many hours can the DHA afford weekly?

**8. New Business**

None

**9. Subsidized Housing Coordinator's Report**

a. Financial Report

b. Elderly Resident Complexes

c. Miscellaneous Business/ Section 8

# HOUSING AUTHORITY CITY OF DERBY

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Board of Commissioners  
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Kathleen Ducharme, Secretary  
Robert Lisi, Treasurer

## SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF JANUARY, 2021

### STATE ELDERLY SITES

#### STYGAR TERRACE

#31 Vacant

#### Resident Concerns:

#### CICIA MANOR

#### Resident Concerns:

#### LAKEVIEW APARTMENT

#18 Vacant - Fire

#### Resident Concerns

#### MISCELLANEOUS

1. Paid vouchers and bills are available for review.

**10. Adjournment**

Mr. Pacheco made a motion to adjourn the meeting at 7:45PM. Mr. Lisi seconded the motion. Motion Carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Meg Martins". The signature is written in black ink and is positioned above the printed name.

Meg Martins