

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

Meeting ID: 876 4194 1924
Passcode: 652672

Derby Housing Authority Special Meeting Minutes January 14, 2021

The Derby Housing Authority meeting was called to order at 6:32 PM by Chairwoman Fusco and was followed by the Pledge of Allegiance.

Roll Call

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

Absent:

Also Present: Ellen Oczkowski, Joan Kayser, Maria Stoute

Approval of Minutes –Meeting Minutes September 3, 2020 and October 1, 2020, Special Meeting November 12, 2020, Special Meeting January 7, 2021

September 3, 2020 Minutes – Not available - table

October 1, 2020 Minutes – Not available – table

November 12, 2020 Minutes – Not available – table

January 7, 2021 Minutes – Not available

Mr. Pacheco made a motion to approve the waiving of the minutes. Chairwoman Fusco seconded the motion. Motion carried.

Additions, Deletions, Corrections:

None – Special Meeting

Public Portion:

No one from the public spoke.

Chairwomen Fusco closed the public portion of the meeting.

7. Old Business

a. Monthly Report from Ken Schultz: Imagineers

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

- **FUNDING:**
 - ✓ The mainstream application for up to 40 vouchers for non-elderly disabled households was completed, signed and submitted to HUD on 11/16/20. Unfortunately, we have been notified that HUD funding has been exhausted and DHA will not receive any of the funding.
 - ✓ On 11/2/20 Derby was notified that HUD in collaboration with the Department of Veteran's Affairs had reviewed Derby's submission of interest for VASH vouchers and was determined eligible to receive an allocation of 5 Fiscal Year 2020 HUD-VASH vouchers. The funding application was submitted on 11/10/20 and we informed the VA that Derby is awaiting HUD's funding letter and once the letter is received, we can begin asking the VA for referrals. This will be Derby's second successful application that has been awarded. Derby will have a total of 10 VASH vouchers; currently the first VASH voucher award is fully leased.
 - ✓ The extraordinary circumstance application that Derby submitted under the CARES Act for additional HAP funding due to increases in the per unit cost was awarded. Derby was approved \$4,884.57 per month for a total of \$58,615 to cover the added HAP expenses under this category.
- **FAMILY-SELF SUFFICIENCY PROGRAM (FSS):**
 - ☐ HUD's proposed changes under HOTMA are still pending final notice of approval.
 - ☐ The FSS interest mailing to active program participants was sent on 11/6/20 along with the updated program materials and presently it has resulted in 3 new prospective FSS participants.
- **PROJECT BASED VOUCHER PROGRAM - PBV:** The Baron PBV renewal letter was mailed to the owner on 11/5/2020. We will be processing the renewal paperwork and the rental increases before 1/31/2021.
- **AGENCY PLAN SUBMISSION TO HUD:** The required notification for the remote public hearing scheduled for 1/7/21 was advertised in the New Haven Register on 11/12/20.
- **LATEST HUD NEWS:** Due to the anticipated continued impact of COVID-19 on PHA operations and HUD-assisted families, HUD has extended most of the waivers and alternative requirements established through the CARES Act and has also added new waivers to support PHA's efforts in addressing COVID related challenges within the programs. We are reviewing the 93-page notice that was recently released and will report back on the results of any additional waivers and alternative measures. Preliminarily, what we are seeing is that most of the waivers have been extended until 6/30/21 from the previous availability end period of 12/31/20.
- **Direct Deposit sign up for HCV program participants property owners -** We continue to increase the number of direct deposits for the Derby HA HCV program and will do another mailing the first of the year to offer that opportunity to any interested property owners.

We hope everyone is safe and wish everyone the best. I can be reached directly at 860-768-3345, if anyone has any questions or concerns. Thank you, Ken Schultz

Mr. Lisi entered the meeting at 6:41PM.

Mr. Pacheco had some concerns that he would like Maria to pass along to Ken with Imagineers. Mr. Pacheco expressed that there were inconsistent point of contact and the manner which grievances or open work orders are being handled. Mr. Pacheco feels that the relationship is young and would like to move forward in a positive fashion and would like the opportunity to develop some systems that set both up for success. Chairwoman Fusco would like the status on when a Resident meeting might take but would like Ken to come back to discuss with the board first before meeting with the residents. Mr. Pacheco would like to confirm with Imagineers that there will be no additional invoice from Imagineers whether we keep our employee at 24 hours or don't but the cost is the same due to the grant being cut in half from last year. Mr. Pacheco said this is what he is gathering from what Maria is saying tonight. Maria will confirm and get back to him.

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

December 29, 2020

DERBY HOUSING AUTHORITY MONTHLY REPORT

Covid-19 continues to have negative impacts on our residents, mostly around not seeing relatives and friends as much as they would like and being uncomfortable wearing a mask. On the whole, I feel they are coping, well but sadly in December we had three new positive infected residents. Two went to the hospital, one returned home to his apartment last week. The third resident had a mild case with few symptoms and is back out of quarantine. Her doctor said she didn't have to retest with negative results which I was concerned about. It appears there are many different rules regarding COVID and retesting. Most affected resident left Griffin Hospital over the weekend and is doing rehab at Shady Knoll, is feeling somewhat better but weak. I would appreciate if there were some strong warnings that can be backed up to insist that the residents wear masks and practice social distancing, especially when on site or entering the laundry area. Some of the housing sites are making it a lease violation...etc. not to have a mask on; I still find it hard to understand that some residents feel it is all a government hoax and refuse to be cautious for their sake and the sake of their neighbors. I have put up signs on the entrance to the CR/Laundry room about Mask being required no exceptions!

The monthly newsletter was distributed on Dec 1, printing done with Diana's help, had some issues with pagination....Our Blood pressure clinic was held on Dec. 3, one week earlier than usual due to conflict with Cary's schedule. There will be no blood pressure clinic in Jan due to Cary being involved in State of CT vaccine for Covid19. I have asked for a volunteer, but it appears that they may all be called in to help with the vaccination process.

Cary thru Griffin wellness is launching a new program called "Living Well with Chronic Health Conditions", it was scheduled to be an in-person 6 week program, then became virtual but with reception so poor at the DHA sites, she is working on a program that they can participate in with a cell or land phone line. No definite date yet, will have to wait and see how the vaccinations go.

Continue to get residents Energy Assistance applications complete and delivered to TEAM. Have helped several residents with understanding and reviewing their recert paperwork, especially those who have issues with writing and being new to the process. Don't have a full understanding of the process, would like to, so am cautious about what I tell them. Had a bit of an issue with one resident over a commode issue, not sure of the resolution on that.

Thanks to Laura's efforts and coordination the Derby Fire Department provided a delicious meal for any of our residents that asked for it which was delivered to their apartments on Christmas Eve. The new folks at River Walk Social (used to be Archie Moore) donated all the hams, I helped with dessert and with delivery to Stygar. Have one meal in the freezer for

resident that was in the hospital. I will send a thank you to the Derby PD and River Walk Social for all they did for our residents.

I continue to visit the DHA and the three sites daily (Tues, Wed, Thurs) to meet with residents and do postings etc. I have attended CMA, VSSC and AOA webinars for continued updates on COVID related issues and Medicare and CHOICES updates. It is a bit of a challenge in the office as the computer doesn't have a mic or camera, so I can make sure I am signed in to get credit for attendance. I continue to document my daily work and hours for Ellen.

Met with prospective resident and daughter last week, found them wandering around the site, called them into the CR, it was freezing outside, asked how I could help them. They told me they were here to see an apartment; knew which one was vacant but let Diana know they were here, and she said Jimmy was on his way to show them the apt???

There were two "Farmers to Families" Fresh Food box deliveries scheduled in December on the 11th and 21st. I reached out to our non-driving residents as TEAM will let me pick up for any of them and I make a list with name and apt # for their records. I couldn't deliver to our non-driving residents on the 11th because I was waiting for the results of my COVID test, (due to exposure to COVID positive resident; fortunately, my test came back negative) so Rich delivered to the 10 residents for me. I had 13 that wanted boxes on the 21 but unfortunately as we waited in line we were told that the truck was not coming, it was somewhere in NY. I called all the residents to let them know and to tell them that a new date would be posted as soon as I became aware of the date.

Joan M. Keyser, M.A., RSC

c. Update on Cicia Manor Construction

Chairwoman Fusco said that she and Ellen went to the next of the last construction meeting. They did a walk-through of the apartments and they are beautiful. She added there is one last inspection and then Carlo has to go out and make the final inspection to issue the CO. There is a little bit of work left but within two weeks they should be done. Chairwoman Fusco said they are impressive, and that they will be planning some type of ribbon cutting.

d. Update of Current Maintenance Situation

Mr. Pacheco asked Maria that he would like a more common understanding of the maintenance and the costs and which costs needs to be born by the Housing Authority and which costs by Imagineers and what disciplines the staff at Imagineers can handle and which ones need to be subcontracted out and who bears the responsibility for that bill when it is determined it needs to be subcontracted out. Maria said the conference call will be with Ken, Ellen, Mike, Adam, Jimmy, Gina and Chris.

8. NEW BUSINESS:

a. Approval of Agency Plan Submission to HUDD

Maria explained the approval of the Agency Plan to Hudd began by publicizing the Agency Plan in a public notice, 45 days prior to the actual hearing. There is a public notice, public hearing and then in addition because Derby doesn't have a Resident Advisory Board or the Housing Choice Voucher Program, 20% of participants have to be invited to review the plan and make comments. There was no response, no suggestions or comments to the 5-year plan that was done last year. It was suggested that the Agency Plan along with the questionnaire went to the participating property owners of the program. If everyone is in agreement, next year they would solicit the landlords input as well for any recommendations or suggestions as to the Plan. Maria has written the comments and kept track of any comments and it has been put into that attachment for the Resident Advisory Note. The qualified PHA Plan is to submit a Civil Right Certification to HUDD which was done and that fulfills the requirements for the PHA Plan for 20-21.

b. Approval of Board of Commissioner's Meeting Schedule for 2021

Mr. Lisi made a motion to approve the Board of Commissioners Meeting Schedule for 20-21. Mr. Pacheco seconded the motion. Motion carried.

c. Approval for Employee's Holiday Scheduled Days off for 2021

Mr. Pacheco made a motion to accept the Derby Employee Holiday Schedule as presented. Mr. Lisi seconded the motion. Motion carried.

d. Approval of Ellen Oczkowski Hours to Carry Over from 2020

Mr. Pacheco made a motion to approve the carryover of hours for Ellen Oczkowski. Mr. Lisi seconded the motion. Motion carried.

e. Election of Officers

Chairwoman Fusco made a motion to remain the Chairperson, Adam Pacheco to remain the Vice Chairperson, Robert Lisi to remain the Treasurer and for Ronald Luneau to have some time to consider the Secretary. Mr. Lisi seconded the motion. Motion carried.

f. Discussion of Grant Amount Received for Family Sufficiency Coordinator

Mr. Pacheco made a motion to authorize Chairperson Fusco to engage with discussions with Imagineers and approve a plan for the management of the FSS Program that allows for Laura Wabno to continue in her position in a diminished hours capacity or to assign all FSS responsibilities over to Imagineers provided there is no additional financial impacts to the Derby Housing Authority. Mr. Lisi seconded the motion. Motion carried.

Mr. Pacheco made a motion to authorize Chairperson Fusco to layoff Laura Wabno if her duties are no longer needed by the Derby Housing Authority. Mr. Lisi seconded the motion. Motion carried.

g. Discussion Regarding Assistance for Ellen Oczkowski as she Works on Elderly Annual Recertifications

Mr. Lisi made a motion to hire Daisy Perez for no more than 20 hours in a month at the rate approved last year to help Ellen and to work on the elderly annual recertifications. Mr. Pacheco seconded the motion.

9. SUBSIDIZED HOUSING COORDINATOR'S REPORT:

- a. Financial Report.
- b. Elderly Resident Complexes.
- c. Miscellaneous Business/Section 8.

Ellen read the report into the record.

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CITY OF DERBY**

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Board of Commissioners
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Rathleen Ducharme, Secretary
Robert Liel, Treasurer

**SUBSIDIZED HOUSING AUTHORITY REPORT
MONTH OF DECEMBER, 2020**

STATE ELDERLY SITES

STYGAR TERRACE

#31 Vacant

Resident Concerns:

CICLA MANOR

#56 Vacant

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 7:26 PM. Mr. Lisi seconded the motion. Motion carried.

Respectfully submitted,

Meg Martins
Recording Secretary