

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

Meeting ID: 816 9676 1688
Passcode: 761102

Derby Housing Authority Meeting Minutes March 4, 2021

The Derby Housing Authority meeting was called to order at 6:33pm by Chairwoman 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

Approval of Minutes –Meeting Minutes of the October 1, 2020 Special Meeting, November 12, 2020 Special Meeting, January 7, 2021 Special Meeting, January 14, 2021 Special Meeting and February 4, 2021 Meeting.

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resolve some of the issues and concerns that were raised at the last month's meeting. Mr. Pacheco asked if there was any information relayed back regarding the new program that was taken over and voted on at last month's meeting. Chairwoman Fusco said the monthly report that Ken had submitted has details of the new program. The board discussed the monthly report.

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

Chairwomen Fusco said that Joan continues to do a wonderful job. Joan had organized a COVID-19 Vaccine clinic on-site that was very well received. Mr. Pacheco asked if Joan was still working over her 18 hours a week, which was a concern raised at the last month's meeting, and if Ellen had addressed the issue with Joan. Ellen said she had a conversation with Joan stating that she can only work 18 hours a week. Mr. Pacheco expressed his concerns with her working over the designated hours and not being compensated for it. Mr. Pacheco stated now that the board is aware that this is happening, it has to be made clear to Joan that she can not work more hours than she is able to be paid for. Since the conversation has taken place, there will be no need for any disciplinary measures at this time. Mr. Lisi asked if there were any requests to be paid for any added hours that Joan worked in any given week and Ellen said that Joan has never asked to be paid for any additional hours that she has worked to date.

c. Update on Cicia Manor Construction

Chairwomen Fusco said there is a delay for the final CO due to the Building Inspector being out sick. There is a preliminary CO they need the final walk through and inspection. The electrical issues continue. Chairwomen Fusco had a conversation with the Electrical Agency hired by Imagineers, who explained what the problems were and he had taken pictures. Chairwomen Fusco added at the last construction meeting, she forwarded those pictures to the participant. The Architect could tell by those pictures exactly where the problem was and that it was a result of the construction company. Imagineers were asked to go back to the records detailing all monies spent on electrical as a result of this problem and

give a dollar amount and also the private electrical company gave a copy of their bills and both have been submitted. Approximately \$8000.00 will come back to the Authority due to the errors that were made. Mr. Lisi took a tour and was very pleased at how well these units looked. Chairwomen Fusco said the units and the Community Room looks great and everything is operational but there is still some work to be done. Chairwomen Fusco added Peter Testa will be trying to put together some type of opening ceremony and she will keep the board posted.

d. Ongoing Discussion of Maintenance Issues

The board discussed the ongoing maintenance issues and the report from Imagineers of costs that were incurred over the last year that Mr. Pacheco requested. The board agreed to put an ad in the paper for a maintenance position.

Mr. Lisi made a motion to post in the newspapers for maintenance personnel on a part time basis. Mr. Pacheco seconded the motion. Motion carried.

Mr. Pacheco added that perhaps in addition to the newspaper ads they could use an electronic version such as the Valley Independent to keep costs down and to attract local residents who might be interested in the position.

e. Approval of Extra Hours (over 20) for Assistant on Annual Certification

Mr. Lisi made a motion to approve the extra hours for the assistant on the Annual Certification. Mr. Pacheco seconded the motion. Motion carried.

8. NEW BUSINESS:

a. Discussion and Formation of New Policy regarding how to fill the New Handicap Accessible Unit

Chairwomen Fusco said she spoke to Rhonda and since the item is on the agenda, tonight would be the discussion and the formation, people would have a

month to comment and next month would be the vote. There was a lengthy discussion on how to handle the process, there needs to be the need and reasonable accommodation and a Policy has to be established. Mr. Pacheco suggested creating a form to be filled out by the doctor along with the reasonable accommodation form that prioritizes each person dependent upon their physical handicaps. Mr. Lisi suggested asking Rhonda for a copy of another town's policy she might have that might help when putting this new policy together.

9. SUBSIDIZED HOUSING COORDINATOR'S REPORT: (attached)

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

Adjournment

Mr. Lisi made a motion to adjourn at 7:18 PM. Mr. Pacheco seconded the motion. Motion carried.

Respectfully submitted,

Meg Martins
Recording Secretary

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February 23, 2021

Derby Housing Authority Monthly Report

As I write this, I am planning on a COVID19 Vaccine clinic for Cicia Manor on Tuesday, March 2 from 9:am to 11:45am in the newly renovated Community Room. We have been able to extent the opportunity to 55+. So many calls have been made and more need to be made to fill the slots. The second shot for some 75+ and first shot for 65+ will take place at Stygar and Guardiano on Friday Feb. 26, that is our snow date as we were scheduled for Feb 19 but the weather cancelled it, fortunately we had a snow date reserved.

The residents have enjoyed additional fresh food boxes from TEAM on February 16 and two deliveries from Walnut Hill Community Church on Feb. 4th and 18th. I had been contacted by Remy, the director of SVDP earlier in the month about doing 20 bags of food. I spoke with her last Saturday and suggested that we hold off on that as the residents are very well stocked with food and their shelves and refrigerators/freezers are full. With the increase in SNAP they are really in good shape and we will postpone that program till later, possibly when the SNAP goes back to a normal level which is anticipated in April at this point.

We still have some problem issues, one that is resolving nicely, with resident in 34S. The two others that are problematic still need resolution, 21S and 54CM. I have continued to give reports to Continuum of Care re 54CM, the police have been called again several times this month, but they seem unable to find him supportive housing which is more of a challenge with COVID.

February newsletters were distributed on Feb. 11 I have continued following up with residents for the Energy Assistance Program at CM and G for help with their heating bills. Now that the annual recerts are finalizing that should allow some relief from helping residents at the three sites with obtaining and delivering their paperwork.

Joan M. Kayser, M.A., RSC

Derby Housing Authority (DHA) - Imagineers Update on HCV Program March 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 7th. 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

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**SUBSIDIZED HOUSING AUTHORITY REPORT
MONTH OF FEBRUARY, 2021**

STATE ELDERLY SITES

STYGAR TERRACE

#31 Vacant (Leased up 3/1/2021)
1 Vacant

Resident Concerns:

CICIA MANOR

#56 Leased up for 2/1/2021

Resident Concerns:

LAKEVIEW APARTMENT

#18 Vacant

Resident Concerns

MISCELLANEOUS

1. Paid vouchers and bills are available for review.