

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

Meeting ID: 876 4194 1924
Passcode: 652672

Derby Housing Authority Special Meeting Minutes November 12, 2020

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, Kathleen Ducharme, Secretary

Absent:

Also Present: Ken Schultz, Imagineers, Joan Kayser

Approval of Minutes –Meeting Minutes September 3, 2020 and October 1, 2020

September 3, 2020 Minutes – Not available- table
October 1, 2020 Minutes – Not available - table

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 11/5/2020

- **FUNDING:**

- ✓ The mainstream application is almost complete – waiting on data from the Coalition to End Homelessness which we should get by next week – it will be sent to HUD via the email process identified in the application notice.
- ✓ We are still waiting on the HUD response to Derby's application for additional VASH vouchers and the extraordinary circumstance application under the CARES Act for additional HAP funding due to increases in the per unit cost

- **FAMILY-SELF SUFFICIENCY PROGRAM (FSS):** HUD is proposing changes under HOTMA that is designed to streamline the program and make it easier to run an FSS program; we've highlighted some of the exciting changes that are proposed:

- Changes the length of time of welfare assistance – usually family needs to be off welfare assistance 1 year before ending the Contract of Participation (COP) – new rule requirement is that the family is off welfare at the time of graduation
- FSS contracts can be extended for good cause – the proposed rule has an additional definition of what constitutes good cause – “active pursuit of a goal for further self-sufficiency”; i.e. could be completion of a college degree during the time that the participant is unemployed or underemployed or still working on credit repair because the goal is to own a home; so if they are actively in pursuit of goal for self-sufficiency these examples would justify an extension to the COP – still applied is serious illness or involuntary loss of employment
- Nullification of a COP (not the fault of the family and the contract cannot move forward) - so if the PHA determines that services that are needed for the family's COP are not available to use or if the HOH becomes permanently disabled and is not able to work or dies during COP then the COP can be nullified – the FSS participant is not in violation of the COP and the participant gets their escrowed amount
- Escrow accounts – provides additional clarity in figuring escrow – defining baseline annual earned income, baseline monthly rent, current annual earned income and current monthly rent - i.e. rule would allow to add back any earned income disallowance (EID) – makes sure that any kind of change to earned income is really tied to increases in earned income, etc.

We have sat in on 2 webinars for the new proposed FSS rule change; the proposed rule is in a comment period until mid-November, HUD will then review in order to set a final regulation. Additionally, Derby has two FSS participants that have graduated. We are also working with Laura to get another mailing out to participants with updated interest materials

- **PROJECT BASED VOUCHER PROGRAM - PBV:** The contract for the Baron building PBV is due on 1/31/2021 and a letter is being sent to the owner for the PBV HAP contract renewal.
- **AUDIT:** We are cautiously optimistic that the audit went well by the feedback received from the auditor. Comments received were that the files were organized, and auditors were able to ascertain that the files were being worked on. They were able to match the HAPs to the paperwork in the files. They were provided with all the materials that they asked for including SEMAP and quality control documentation.
- **FMR/PAYMENT STANDARDS:** Analysis were done to set the payment standards that will be effective 1/1/21. HUD's FMRs for Derby had a variance increase in each of the bedroom sizes of \$42 to \$237. We were able to keep and set the payment standards at 100% of the FMR to make sure that we are appropriately creating opportunities for families searching for units.

- **AGENCY PLAN SUBMISSION TO HUD:** The annual plan submission to HUD is due on January 16, 2021, 75 days prior to the fiscal year end. *The following is a general outline of steps for accomplishing the requirements to HUD for the PHA's Plan:* *Derby Housing Authority is considered a "Qualified PHA" (has a combined unit total of 550 or less public housing units and vouchers, is not designated as a troubled PHA, and does not have a failing score under the Section 8 Management Assessment Program (SEMAP). What this means is that DHA is exempt from the requirement to prepare and submit an annual plan, but it must carry out the following annual requirements: hold a public hearing; which must be advertised 45 days prior to the hearing; we must state date and time of hearing, where and how to obtain the PHA plan (which is the 5-Year Plan that outlines mission, goals, objectives, etc.); we must consider any viable recommendations made from the Resident Advisory Board (RAB); we will send out the plan and a survey form to each Section 8 program participant; also we would consider any comments from the public; we must report on results if we get any comments back to HUD. There is one certification that needs to be executed.*
- **STYGAR TERRACE PROJECT BASED VOUCHER (PBV) CORRECTION PLAN** – We continue to work toward a resolution for the PBV issue at Stygar Terrace. The historically records have been located and we are preparing next steps.
- **FILE CLEAN-UP AND RE-EXAMS & RE-INSPECTION OF HCV** apartment units are progressing as previously reported.

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

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

OCTOBER 30,2020 RESIDENT SERVICES COORDINATOR OCTOBER 2020 REPORT

October was a busy and productive month. Thanks to TEAM, Inc., local candidates and USDA the residents were the recipients of great boxes of fresh food and milk. The food was at Nolan Field in Ansonia, Oct 6; 210 Chatfield Ave Derby on Oct 19 and Nolan Field on Oct 30. It is a drive-by where the boxes are put in the residents' car trunks. Oct. 14, I got a call from Senator George Logan who had food boxes and give away bags left over from the Senior Health Fair at Warsaw Park. I met him at Stygar, he had a u-haul with 30 boxes of food and 45 gallons of milk, I suggested we split the boxes between the three properties and he agreed, so we went from site to site and he was warmly received by the residents and they were very happy about the food and gift bags he gave them. He had about 30 extra bags which he left with me to distribute at the next BP Clinic. A thank you was sent to him from myself and the residents.

Cary Carpino from GH did a blood pressure clinic at Stygar and Guardiano on Oct. 8th, Cicia residents are invited. Thanks to a referral from Cary to Mary Swansiger, Coordinator of Griffin Community Outreach, Mary and I met to discuss a program that Griffin is doing jointly with Yale School of Medicine focused on residents in Derby and Ansonia who are pre-diabetic. Flyers about the program were distributed and I went with Mary to the three sites to pre-screen potential residents. Several look like they will qualify and be able to participate and get a \$50 gift card for their participation. The program is formatted to be Zoom, but I expressed concern to Mary about that and she thought it could be done by land line also. Cary would also like to do a Live Well program, that the AOASCC sponsors for folks living with chronic health issues, such as arthritis, heart condition, diabetes, etc. We will have to see how best to run the program, whether in person in very small groups or by Zoom. The info is included for Live Well in the November newsletter. Cary will do another BP clinic on November 12.

I contacted NVHD about doing a Flu Clinic and they agreed, and we went to the three sites on Oct 27. It was a great help for those that do not have transportation. The residents were able to chose regular or the high dose vaccine.

Oct. saw the close of the Farm Market coupons, the residents enjoyed being able to get \$18 worth of free produce at the local farm markets. Our participation was not as much as I had hoped due to Derby not having a Farm Market and many residents not driving but about 65 residents participated.

Late October saw many happy residents as they received their Rental Rebate checks on time, the rebate was decreased by 8%, due to limited State funds, I had posted that notice so there were no surprises. Lauren at Derby City Hall was great to help get the residents applications in.

Was able to get some Absentee Ballot applications to City Hall and Marc was helpful on several occasions with facilitating the process.

I have done Zoom presentations for training of Open Enrollment and Elder Abuse. Information is posted and included in the newsletters for Oct and Nov. There are some significant changes this year especially in the Medicare Advantage Programs. I anticipate Nov will be busy especially with the residents that have the grey State of CT Connect Card, because they may have to change their Med D plan to a Benchmark plan during the open enrollment period 10/15 – 12/7.

I continue to monitor the BB in the three CRs for updating information and removing outdated info. Try to keep them posted of the potential SCAMS that seniors are subject to, there has been an increase with hoaxes about cures and vaccines of COVID-19.

Have helped several residents apply for SNAP and they are happy to have the extra funds, more money has been added to the program due to COVID-19.

The challenge continues with encouraging the residents to wear masks when outside their apartments, some seem to still think it is a hoax and being played up more than reality. I often feel like a HS monitor, when they see me coming, they start fumbling in their pockets for their masks and quickly put them on.

On a side note, a friend donated six large trash bags filled with beautiful yarn, I distributed free to the residents first, then gave three large bags to Dawn at Derby Sr Ctr for her knitting groups and will give the same to Shelton Sr Ctr next week. The yarn was all brand new and the residents that received it were thrilled. The only criteria for distributing it was that it went to seniors or low income folks at no charge. There was about \$1500 worth of yarn in the bags.

Have a great November and Happy Thanksgiving to you and your families and stay SAFE!!

Joan M Kayser RSC

Joan would like to add a thank you to Laura Wabno for getting the Derby Fire Department to do a Turkey Dinner again that will be cooked and delivered to Derby residents the Wednesday prior to Thanksgiving. She even did the flyer and it is a large undertaking that is very well received. Also, Rennie at the St. Vincent DePaul's Food Bank, next Thursday, will be getting 30 turkey breasts and the trimmings and be delivering them to the lowest income residents amongst the three properties. The Rotary is doing for Derby and Shelton seniors, December 5th - 8th deliver 5 gallon buckets of sand and salt for seniors or disabled to anyone over 65 years or older to be used for the winter months for their driveways and walkways.

c. Update on Cicia Manor Construction

Chairperson Fusco said the construction continues to go forward. She did a site walk with Peter Testa. They are looking to add 8-10 new lights and heads and cameras. The Anson Street walkway needs to be addressed and is a major project. She added perhaps whatever money is left over from the in project, a phase II in the spring, can be added to address this much needed project.

d. Update Addition of Cameras at Guardiano

Chairperson Fusco stated it's not the cameras at Guardiano it's the wi-fi. Next month she will get in touch with Seth to make sure he responds to this issue.

e. Update of Possible Technology Programs and Options Available to Residents- Kathleen Ducharme

Ms. Ducharme updated the board. Chairperson Fusco added that tonight is Kathy's last meeting. She and the Commissioners thanked Kathleen Ducharme for all her hard work and her years she serviced as a valuable member of DHA Board.

f. Update on Current Maintenance Situation

There are some issues with the maintenance situation. Mr. Lisi said the detailed report does not add up. The hours do not agree with the charges. Mr. Lisi suggested a conversation with Imagineers. Chairperson Fusco explained that there is a lot of funds expended to get the apartment flipped and it still is not ready. There needs to be some questions answered. Mr. Pacheco said they need to have a point of contact a person who will be the General Contractor on these projects and to know who is doing what. Chairperson Fusco asked for someone to be a liaison with this maintenance and take a closer look at it, it would be very helpful. Mr. Pacheco offered to have Mike contact him and he will handle this issue.

8. NEW BUSINESS:

a. Clarified Job Description for Resident Service Coordinator (Executive Session and Regular Session)

Chairperson Fusco would like to write a job description that might help Joan stay within her hours. Her hours are only 18 hours a week and this might help her to stay within her hours and the best use of her time. Mr. Lisi added that it also might help establish boundaries. The board all agrees that she is doing such a wonderful job and how valuable she is. Ms. Ducharme expressed how valuable she is and that she goes above and beyond and that her position is so important and perhaps someone should reach out to the state to see if there is more hours available for her since her hours were cut. Chairperson Fusco said she would reach out to CHAFA and Rhonda to see if there is something that can be done. Ms. Ducharme said she is a comfort to the residents and she brings a lot of services in and it would be a shame to lose her if she gets frustrated and moves on. Ms. Ducharme feels two hours at each building a week is not enough.

9. SUBSIDIZED HOUSING COORDINATOR'S REPORT:

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

Chairperson Fusco read the report into the record.

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

STATE ELDERLY SITES

STYGAR TERRACE

No Vacancies

Resident Concerns:

CICIA MANOR

#12 Vacant

Resident Concerns:

LAKEVIEW APARTMENT

#18 Vacant - Fire

Resident Concerns

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

10. Adjournment

Mr. Lisi made a motion to adjourn the meeting at 7:12 PM. Mr. Pacheco seconded the motion. Motion carried.

Respectfully submitted,

Meg Martins

Meg Martins
Recording Secretary