

MINUTES
WEST HARTFORD HOUSING AUTHORITY
Regularly Scheduled Monthly Meeting via Teams and Dial-In
September 10, 2024

COMMISSIONERS PRESENT: Milagros Acosta, Mark D’Addabbo, Clare Dowd, Lee Reynolds

COMMISSIONERS ABSENT: Abdul Rahman

OTHERS PRESENT: Jill Corrado, Executive Director, Yadira Mora, Voucher Programs Director, Beatrice Acevedo, FSS Coordinator, Tim Mable, Director of Property Management.

Ms. Dowd called the meeting to order at 5:04 p.m.

Approval of Minutes

Minutes from the regularly scheduled meeting of May 14, 2024 were collectively approved on a motion from Ms. Reynolds and seconded by Ms. Acosta.

Financial Report

- Upcoming audit filing for WHHA, pending receipt of State pension plan actuarial reports

Trend data was presented on average HAP, Number of HCV units and Per-Unit-Cost for the trailing twelve months. Average HAP and PUC continues trending up.

Voucher segmentation data by program (West Hartford, J. D’Amelia) and voucher type was presented, with no material changes since our last meeting.

Unit data was presented for the JDA and Wallingford contracts.

Occupancy and collections trend data were presented for managed properties for the trailing twelve months. Rent collection portfolio wide averages 98% and average occupancy is tracking at 95% portfolio wide for the same period.

HCV & FSS Report

Ms. Mora reported we have 570 HCV participants including port-outs. We had 8 port-outs, we continue to absorb port-ins. Average HAP is \$1,167.

The DOH program is at 2,129 accounts comprised of 740 RAP certificates and 1,389 State voucher holders.

Wallingford is at 13 units.

Ms. Corrado explained to the Board that we are in public comment period for our Annual and Five-Year Plans as well as the MTW Supplement, all of which would be needing Board approval after Public Hearings take place, and all of which have to be submitted to HUD in October.

Ms. Mora explained to the Board the Admin Plan policy changes that would need to be made to our existing Admin Plan for the MTW waivers that have been selected in the year 1 draft MTW Supplement. Ms. Mora went through each waiver and the impact on the existing policies, with suggested revised policies.

Mr. D'Addabbo asked about the "Self-Certification of Assets" proposed MTW waiver – and if this waiver meant that we would be taking the participant's word when reporting their assets, since the WHHA would no longer be required to third party verify. Ms. Mora responded, yes, we would be taking their word for it – but only for assets not exceeding \$50,000.

Ms. Mora stated that the WHHA would create a self-certification form (unless HUD publishes one specific to this waiver) – that would allow participants to certify their asset information. Ms. Mora also added that if a participant was not truthful in reporting any assets over \$50,000, the household may be faced with an intent to terminate assistance.

Ms. Mora shared that the WHHA preformed a mass postcard mailing to inform all program participants of the ability to join a Resident Advisory Board.

Ms. Corrado commended Ms. Mora on a great job in pulling this all together for the Board to review. In addition, Ms. Corrado explained to the Board that the policies would not be changed in the Admin Plan until the point at which HUD approves the MTW Supplement. However, since the Board is charged with policy decisions, Ms. Mora wanted to discuss these changes well in advance.

Ms. Mora gave the Board an update on some waiting lists that have been opened or are open, including the Faxon PBV wait list, the Elm Grove PBV wait list and the AE Plant PBV wait list.

FSS Report

Ms. Acevedo conveyed that marketing efforts to increase program size from 10 participants is underway and four new families have enrolled in the program effective 9/1. There are 6 other participants pending enrollment. Marketing efforts include in-person outreach and zoom meetings and postcard mailings.

We have three participants with expiring contracts, all three families have expressed their desire to renew and continue with the program.

A monthly newsletter is being mailed and email to participants to provide them with community events, local resources and places that are hiring.

Ms. Acevedo informed the Board that FSS will be hosting its first Community Resource fair on 9/24/24. Mr. D’Addabbo asked where this would take place and Ms. Acevedo responded that it would be at the Faxon Library.

Ms. Acosta apologized to the Board, but had to leave the meeting at 6:15 PM. Meeting continued as 3 Board members remained.

Operations Report

Occupancy is at 95% or more for all the properties, except for 616 New Park. Staff continues to focus on addressing vacancy.

A new lease was executed with Whiting Lane Extended Dary Care for their continued occupancy at Plant.

A successful fire drill was conducted at the Plant building, in coordination with the Fire Marshall. Ms. Dowd commended the staff on getting this done and noted the importance of fire safety. Ms. Dowd asked if residents are allowed to have space heaters in their units and Mr. Mable responded that is not allowed.

Since our last meeting, we’ve addressed hundreds of work orders and completed numerous minor R&A projects, including:

- r repair of 2 additional broken drains inside AEP;
- exterior power washing and cleaning of AEP;
- installation of new sidewalk to standpipe at AEP;
- installed courtyard gate access at AEP;
- Re-caulking and sealing of 79 leaking windows at AEP;
- exterior window washing at 616 NP;
- additional repair of roof leaks at 540 and 616 New Park;
- additional repointing at the Faxon to address leaks;
- replaced 3 HVAC package units at the Goodwin;
- painting of metal exterior poles, railings, hatchways and laundry poles at Elm Grove and installed new signage.

Development Committee Report – Ms. Corrado indicated that the Development Committee met to discuss the status of TBRA’s latest development project, The Elle at North Main, in July. Ms. Corrado gave an update on the status of the project, including total project cost, sources of funds, and expected timing for closing and site mobilization.

Mr. D’Addabbo expanded upon Ms. Corrado’s report in regard to WHHA’s commitment for 15 project based vouchers at this site, as well as the DDS commitment for 10 RAP certificates at this site. In addition, Mr. D’Addabbo added that the Development Committee also discussed the pending Goodwin refinance, which is also slated to be closing this fall/winter. And Mr. D’Addabbo also added that TBRA’s board is lacking a member due to the unfortunate passing of Mr. Bob Wiener.

Finance Committee Report - none

Resident Services Committee Report - none

Executive Directors Report -

Ms. Corrado reviewed the draft Five-Year Plan with the Board, going through each section of the HUD form and reviewing the Agency's Goals and Objectives for the next five year. Ms. Corrado indicated that this Plan is currently in public comment period, with a draft of the plan available for public review on our website and in our office.

Ms. Corrado reviewed the draft Annual Plan with the Board, going through each section of the HUD form and reviewing a new section related to the Project Based Voucher portfolio. Ms. Corrado indicated that this Plan is currently in public comment period, with a draft of the plan available for public review on our website and in our office.

Ms. Corrado reviewed the draft MTW Supplement with the Board, going through each section and waiver selected. Ms. Corrado indicated that this Supplement is in public comment period, with a draft of the Supplement for public review on our website and in our office. In addition, Ms. Corrado reported to the Board that WHHA has made a reach out to all voucher holders of the HCV program to engage the public and create a Resident Advisory Board (RAB). We have had a few voucher holders reach out to Ms. Moyer with their interest in being involved in the RAB. Those voucher holders have been sent a draft of the Annual Plan, Five-Year Plan and MTW Supplement for review the comment. Thus far, we have received one comment on the MTW Supplement, which has been addressed.

We continue to have brief monthly "All-Employee Meetings" and monthly challenges to engage staff and foster interdepartmental communications and a "One Team" mindset. In addition, staff has recently gone through a conversion of time keeping system and open enrollment for benefits.

Ms. Corrado commended the hard work of the leadership team, Mr. Berwick, Mr. Mable and Ms. Mora.

Executive Session – none

Chairperson's Comments – Ms. Dowd thanked the team for their contributions and how much has been accomplished on top of the day to day activities, since our last meeting.

Old Business - none

New Business – none

Meeting was adjourned at 7:05 p.m. on a motion by Ms. Reynolds and seconded by Mr. D'Addabbo.