

**MINUTES**  
**WEST HARTFORD HOUSING AUTHORITY**  
**Regularly Scheduled Monthly Meeting via Teams and Dial-In**  
**November 12, 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, Forest Berwick, Director of Operations

Ms. Dowd called the meeting to order at 5:02 p.m.

**Approval of Minutes**

Minutes from the regularly scheduled meeting of September 10, 2024 and the special meeting of October 15, 2024 were collectively approved on a motion from Ms. Reynolds and seconded by Ms. Acosta.

**Financial Report**

Trend data was presented on average HAP, Number of HCV units and Per-Unit-Cost through September. Average HAP and PUC continues trending up.

Voucher segmentation data by program (West Hartford, J. D’Amelia) and voucher type was presented, these numbers can fluctuate considerably in any given month but has remained fairly level on the long-term average.

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 94% portfolio wide for the same period.

The properties have been stable with the exception of the New Park properties and Faxon which have been more cyclical. Rent collection has been reasonable, average occupancy has fluctuated, exacerbated by evictions and people who exceeded the income bracket at renewal. On a portfolio wide basis average occupancy is at 94%. Ms. Dowd asked if the occupancy rate is affecting the tax credit status, to which Ms. Corrado replied it has not. Mr. D’Addabbo asked about the numbers of affordable units and the timeframes to lease up which Mr. Berwick clarified.

We were finally able to make a draw down on the FSS grant in August, which accounts for much of the profit showing on the consolidated statements, however these funds are locked into the Federal program and are not unrestricted. Given budget uncertainties and rising HAP's many housing authorities are expected to be in shortfall next year with many already in shortfall in 2024. With the amount of HAP we are spending, we should have enough money to make it through to the end of the year. We are currently in communication with HUD to review our two-year budgeting tool. Our funding for next year should come in April.

Our audit was filed at the end of September. No findings from HUD and everything was filed on time.

### **HCV Report**

Ms. Mora reported we have 581 HCV participants including port-outs. We had 7 port-outs, we continue to absorb port-ins. Average HAP is \$1,149. We have been seeing an influx of port-ins from all areas.

The DOH program is at 2,159 accounts comprised of 749 RAP certificates and 1,410 State voucher holders. We are seeing a similar influx of transfers and port-ins as with the HCV program with the State JDA program, less with the RAP program.

Wallingford is at 12 units due to an abandonment of unit.

Ms. Mora mentioned we received instructions from JDA that we will not be absorbing vouchers until further notice – this is attributable to many other agencies being in shortfall with HUD. Ms. Dowd asked for clarification on how this affects us. Ms. Mora replied this would not prevent port-ins, however those vouchers will continue to be administered by their current housing authority. Administratively this results in more work for our staff, as we have to send action reports to the originating agency for every household change, rather than handle everything internally, as we do when we absorb a voucher. This can affect payments and financials for the originating agency, which is why most housing authorities prefer to absorb. The administration fee is also shared in this case, which is another reason most housing authorities want to absorb.

Our administrative plan is presently under review.

### **FSS Report**

Ms. Acevedo reported we currently have 14 active program participants, 7 pending enrollments from her recent outreach efforts, and 1 graduation expected in December.

Her recent outreach efforts have touched all eligible voucher program participants. Orientations were held at two of our managed properties, and a community resource fair was hosted on 9/24, including representatives from The American Job Center, SINA, My Sisters Place and SNI Company.

Ms. Dowd asked how long it takes someone to graduate from the program. Ms. Acevedo responded its typically 5 years, we have the ability to grant extensions of up to 2 years. Upon successful contract completion, if all goals have been completed, the participant is entitled to the full escrow amount. If the goals are incomplete but feasible to still accomplish, they typically request an extension. We have had some individuals graduate with over \$30,000.

### **Operations Report**

Occupancy is at 95% or more for all the properties, except for 616 New Park, 540 New Park and the Faxon. Staff has been focused on addressing this.

### **Development Committee Report – none**

### **Finance Committee Report - none**

### **Resident Services Committee Report - none**

### **Executive Directors Report –**

For the HCV Federal program, we filed our amendment with HUD enabling us to become an official MTW agency. This has been fully executed and approved by HUD. We continue to work with HUD on transition steps.

Our annual and five-year plans have been submitted to HUD on time. Our first MTW supplement has been filed with HUD and is currently under review by HUD, we have been told the process typically takes 4-6 months. HOTMA required a large number of plan changes to our admin plans which is now with the public for comment. We anticipate the need for a special meeting in December for you to approve these changes.

Reach out to grow our FSS program has begun. Participation is contingent to Federal program voucher holders. FSS Grant application for next year has been submitted on time and we are waiting to hear back.

Voucher administration staff has been pulling off PBV waitlists to reduce building vacancy and we are also working with the developers of the Camelot on waiting list development. They anticipate completion in March, and their property management company will be responsible for managing their waiting list under HUD program rules.

We received HUD authorization for use of grant funds to place our PBV's at the Elle at North Main project. This is a necessary step to obtain the AHAP, protecting these units from a potential budget shortfall.

The State of Connecticut awarded a conditional contract to JDA, renewing them as prime state contractor. We are awaiting a meeting with JDA to discuss our administrative contract as their sub-contractor.

CHFA reporting and site visits have been completed.

Housing authority employees have become mandatory reporters for elder abuse under new state legislation. We've utilized this a few times, reporting issues without getting a response.

We hired a new Maintenance Technician and continue to work on streamlining processes. Lease documentation was reviewed and updated by legal consultants.

We are working on 2025 capital planning for all managed properties.

The Goodwin loan refinancing application is with HUD and we are awaiting a commitment letter.

Social media postings continue.

**Executive Session** – A motion was made to enter into Executive Session to discuss sensitive 2025 planning matters at 6:30 pm by Ms. Reynolds and seconded by Ms. Acosta. Ms. Reynolds made a motion to come out of exec session at 6:47, seconded by Mr. D'Addabbo.

**Chairperson's Comments** – Ms. Dowd thanked the team for their contributions on behalf of the Board and inquired as to whether a year-end reflection and celebration is planned for staff which Ms. Corrado affirmed.

**Old Business** - none

**New Business** – none

**Meeting was adjourned at 6:47 p.m. on a motion by Mr. D'Addabbo and seconded by Ms. Reynolds.**