

MINUTES
WEST HARTFORD HOUSING AUTHORITY
Regularly Scheduled Monthly Meeting via Teams and Dial-In
January 14, 2025

COMMISSIONERS PRESENT: Mark D’Addabbo, Clare Dowd, Abdul Rahman, Lee Reynolds

COMMISSIONERS ABSENT: Milagros Acosta

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

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

Approval of Minutes

Minutes from the regularly scheduled meeting of November 12, 2024 and the special meeting of December 10, 2024 were collectively approved on a motion from Ms. Reynolds and seconded by Mr. D’Addabbo.

Financial Report

Staff are currently in the midst of year-end accounting activities. 616 New Park and Faxon audits have been completed and approved by the respective investors. 540 New Park is next, followed by Alfred E Plant.

Trend data was presented on average HAP, Number of HCV units and Per-Unit-Cost through December. Average HAP and PUC continues trending up. HUD has informed us that we are not considered to be shortfall in 2024. If we are not fully funded in 2025, we are projected to be in shortfall, as discussed in prior meetings.

Trailing twelve-month voucher segmentation data by program (West Hartford, J. D’Amelia) and voucher type was presented. The HCV program is relatively flat each month. On the JDA side, the average number of units has risen over the past couple months. Wallingford average units was 13, we ended December with 12.

Occupancy and collections trend data were presented for managed properties for the trailing twelve months. Rent collection portfolio wide averages 96% and average occupancy is tracking at 94% portfolio wide for the same period.

Mr. D’Addabbo asked what the downward shift in September rent collections was attributed to. Ms. Corrado replied that the shift was not attributed to cyclical or seasonal factors. Ms. Dowd asked if utility payments factored in, Ms. Corrado replied this is dependent upon the property.

HCV Report

Ms. Mora reported we have 568 HCV participants including port-outs. We had 8 port-outs, we continue to absorb port-ins. Average HAP is \$1,190. We continue to absorb port-ins, as HUD has not confirmed we will be in shortfall as yet.

The DOH program is at 2,161 accounts comprised of 749 RAP certificates and 1,412 State voucher holders. There has been an influx of HCV's under the DOH program. State RAP's and vouchers have been largely stable.

Wallingford is at 12 units, they have not leased up the 13th unit as yet.

FSS Report

Ms. Acevedo reported we currently have 19 active program participants, 1 pending enrollment from recent outreach efforts, and 1 graduation in December.

We have continued to market the program heavily with outreach to program participants, potential program participants, and community outreach to Connection to Advancing CT Together (ACT), CT Money School (CMS) and Financial Coaching Program (FC). We continue to work closely with West Hartford program caseworkers to solicit new participants.

A monthly newsletter continues to be mailed to all program participants.

Mr. D'Addabbo inquired what the reactions were of the participants of Financial Literacy classes. Ms. Acevedo replied that there are many different workshops that we are not always privy to, however the feedback has been largely positive. Our most recent graduate plans on continuing working with our partner via continuing zoom meetings and classes in Hartford offered by program partners.

Ms. Corrado clarified how the program works, with a calculated portion of the HAP set aside and placed into escrow for the participant. Our most recent graduate realized a check for \$25,000 upon successful program completion.

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.

Equipment financing for the new enclosed trailer and SnowRator closed.

Maintenance staff is focused on the Goodwin closing items.

Development Committee Report – The Elle reached financial closing; groundbreaking is scheduled for Thursday.

Finance Committee Report - none

Resident Services Committee Report - none

Executive Directors Report – Ms. Corrado highlighted the progress made by TBRA with the Elle development. Ms. McGrath congratulated Ms. Corrado on her leadership of the development team and expedient closing.

Resolution 2025-1: A Resolution to Approve Amendments to Ground Lease, Management Agreement and Loan Documents for 189 Newington Road.

Ms. McGrath introduced this resolution in connection with the Goodwin balloon note refinancing. This is largely required in response to HUD required changes which do not change property fundamentals, but are largely administrative in nature.

Mr. D’Addabbo asked if there was a prepayment penalty, Ms. McGrath explained that there is, but only during the first ten years. Rate and amount are fluctuating – and Ms. Corrado explained we are looking to lock that down in the next few weeks.

Resolution 2025-1 was approved on a motion by Ms. Reynolds and seconded by Mr. D’Addabbo.

Housing Choice Voucher Program:

- Filed first official VMS filing as an MTW Agency for November period.
- Annual and Five-Year Plans have been submitted to HUD. New online portal is in use by HUD for this purpose. HUD just communicated the other day with one minor change that has been corrected, nothing that requires Board approval.
- MTW Supplement has been submitted to HUD. A separate online portal is in use by HUD for this purpose. HUD had some minor review comments, we are going through those now with our consultant and will submit again.
- FSS reach out is being made on a targeted basis.
- FSS grant application for next year has been approved. A grant amount of \$95,279 was approved by HUD.
- FSS graduate and words of gratitude for WHHA.
- Working with developer for The Camelot on PBV wait list planning. That wait list will be opening shortly.
- Reviewing HUD’s two-year tool and forecasting for upcoming leasing and identification of projected shortfall for CY2025.

Property Management/LIHTC Compliance:

- Emphasis on filling vacancies and rent collections at all 6 properties.
- Mandatory reporting for elder abuse. We have had several cases where we have reported in accordance with new state statutes, the downside is that there has been no communication back to us on resolution.

- Continual reporting to investors, CHFA, Spectrum, NHT, investors, including reporting and site visits. Annual filing with CHFA complete.
- Facilities best practices being refined, especially for planned maintenance activities.
- Capital planning for all buildings being refined for 2025.
- Redesign of Goodwin logo (and eventual signage) being planned.
- Goodwin loan being refinanced, HUD commitment letter has been received.
- Goodwin lobby refresh and hallway carpeting project is now underway.

Administration:

- TBRA has closed on The Elle at North Main! Construction activities are underway and a Groundbreaking Ceremony is planned for January 16.
- Meeting with Town staff to brainstorm/collaborate. Attending information/community sessions from Town social services in regards to their CDBG funding.
- Social media postings for WHHA continue on Facebook, Instagram and LinkedIn.
- Monthly All Employee Meetings and monthly challenges to engage staff.
- Budget season, year-end.
- Staffing changes and look to the future.

Ms. Dowd asked, looking ahead to the first half of the year, what should the Board be looking at? Ms. Corrado stated that on the voucher side, HUD shortfall may require a re-examination of payment standards and potential shrinking of the program. Over the summer we expect to get Utility Allowances for Board Approval, and of course, once our MTW Supplement has been fully approved we can start working on these items. Ms. Corrado highlighted the continuing need for funding if any Commissioners are aware of grant or land donation opportunities and the need to continue to educate town and public stakeholders on our independent role and all of our accomplishments.

Executive Session – none

Chairperson’s Comments – Ms. Dowd thanked Ms. Corrado and WHHA staff for their accomplishments.

Old Business - none

New Business – none

Meeting was adjourned at 6:30 p.m. on a motion by Ms. Reynolds and seconded by Mr. D’Addabbo.