

MINUTES
WEST HARTFORD HOUSING AUTHORITY
Regular Meeting via Microsoft Teams or Dial-In
November 11, 2025

COMMISSIONERS PRESENT: Milagros Acosta, Byron Dorchester, Clare Dowd (Chair), Abdul Rahman (Resident Commissioner), Lee Reynolds

COMMISSIONERS ABSENT:

OTHERS PRESENT: Jill Corrado (Executive Director), Yadira Mora, (Voucher Programs Director), Forest Berwick (Operations Director), Tim Mable (Director of Property Management), Adam Teneyck (Finance Director), Barbara McGrath (Corporate Counsel)

Call to Order:

Ms. Dowd called the meeting to order at 5:00 p.m..

Ms Corrado requested permission to experiment with new meeting transcription technology (to automate taking of meeting minutes), which was unanimously approved by all present.

Approval of Minutes:

Minutes from the regularly scheduled meeting of September 9, 2025 and the special meeting of October 14 were unanimously approved without adjustment.

Financial Review:

Trend data was presented on average HAP, Number of HCV units and Per-Unit-Cost for the trailing 12 months. Segmentation of voucher type under the West Hartford program was presented.

Mr. Teneyck presented trailing twelve-month voucher segmentation data by program (West Hartford, J. D'Amelia) and voucher type.

HUD Budget Authority trend data was presented from 2017 through 2025 showing the slight increase in budget authority has not kept up with increases in rental costs and program growth over time.

Ms. Corrado reminded the board that HUD has requested us to respond to a potential shortfall this year and has specifically requested we: refrain from absorbing port-ins, cease issuing vouchers from the waiting list, and cease PBV to HCV conversions. The Federal shutdown has obviated our ability to discuss budgetary shortfalls with HUD. If this continues, we will coordinate with State Senators.

Occupancy and collections trend data were presented for managed properties for the trailing twelve months. Rent collection portfolio wide averages 94% and average occupancy is tracking at 93% portfolio wide for the same period.

Year-to-date profit and loss statements through October were presented. Ms. Dowd asked about Grant Income, if that was a remnant of the Cares Act from the Covid era, which Ms. Corrado affirmed. Ms. Dowd asked if there is a way to break out fees from HUD program from DOH program, do we have more leeway in the management of one program or the other? Ms. Corrado explained that payments under the JDA program are largely unrestricted. Under the Federal program the unrestricted program is our admin fee for which we have to pay all of our program costs – the restricted funds references money for HAP payments.

HCV Report

Ms. Mora reported we have 575 HCV participants including port-outs. We had 20 port-outs, we have ceased to absorb port-ins, of which there were 16, one greater than what was originally reported last week when the board packet was prepared. Average HAP is \$1,221.

The DOH program is at 2,007 accounts comprised of 730 RAP certificates and 1,277 State voucher holders.

Wallingford is at 11 units. We received 2 new referrals this month.

Ms. Mora introduced Resolution 2025-6 Adoption of 2026 Payment Standards in accordance with our authorities under our MTW supplement to WHHA's annual plan for the coming year.

The reason for slight differences between zip codes rather than 120% flat across the board this year is due to our budget projections, being both cognizance of the current shortfall as well as to minimize potential for housing disruption to existing tenants and people looking for housing in town. Ms. Corrado stated that should our funding be cut more than expected by HUD, we can revisit and revise this payment standards during the year.

Resolution 2025-6 Adoption of 2026 Payment Standards was unanimously approved on a motion by Ms. Reynolds seconded by Ms. Acosta.

FSS Report

Ms. Acevedo reported we currently have 27 active program participants.

We have continued to market the program heavily with social media postings and continued outreach with various entities. Collaboration with WHHA caseworkers as a source of referrals continues. Monthly financial literacy courses with the CT Money School via Zoom have continued. A monthly newsletter continues to be mailed to all program participants.

Operations Report

All properties have occupancy between 90-95%.

LIHTC waiting list was opened for the Elle. Thus far, there are over 1,800 applicants.

Seasonal transition activities are underway. Mr. Berwick acknowledged the efforts of maintenance staff members who kept work flowing during one of the busiest times of the year in the unforeseen absence of 50% of staff.

Ms. Dowd indicated that there are changes planned for the subcommittees that are being discussed to clarify responsibilities and reporting frequency.

Development Committee Report: None

Finance Committee Report: None

Resident Services Committee Report: None

New Business:

At the request of Ms. Corrado, the agenda was altered to discuss New Business. Ms. Corrado introduced Ms. Keisha Palmer, an attorney with Robinson Cole who joined the meeting for a one time board presentation on our powers to issue bonds to board members.

Ms. Palmer explained that Connecticut allows Housing Authorities to issue bonds under a variety of scenarios in order to monetize future revenue flows under C.G.S.8-24. Many Housing Authorities use this as a fundraising technique for new affordable housing projects. Under this scenario, the Housing Authority then lends the bond proceeds to the project on a non-recourse basis to the Housing Authority. Fee income for doing this ranges from 0.75% to 1.5% for acting as a lender to another developer.

Where a Housing Authority wishes to bond a project (new construction, rehabilitation) we would issue tax exempt bonds – which can be a public issue but is usually taken down in the private market by banks. These bonds come with an automatic 4% tax credit that can be sold to a tax credit investor for additional funds. Arrangement fees (0.75% -1.5%) can be used by any purpose by the Housing Authority.

Project revenues and tax credits are pledged as collateral security as well as a mortgage and occasionally, a guarantee from the developer. These bond deals are typically structured in two tranches. Typically development drawdown of tax credits are used to paydown bonds which are used to fund pre-completion work as one of the two tranches of the bonds.

Term is typically < 20 years, with terms of 17 years being fairly common.

Ms. Palmer shared that this process is typically cheaper than issuing bonds through CHFA. Ms. Dowd asked Ms. Palmer if she could provide a one-page executive summary on this tool and how it can be implemented.

Ms. Corrado thanked Ms. Palmer for her presentation.

Executive Director's Report:

Housing Choice Voucher Program:

- Annual PHA Plan was submitted on time to HUD along with the MTW Supplement
- FSS reach out is being made on a targeted basis
- Pulling names from PBV wait lists to fill vacancies as this is the only permissible action under Shortfall.
- No longer absorbing vouchers, only billing other Housing Authorities.
- Reviewing HUD's two-year tool and forecasting for upcoming leasing and payment standards for 2026, using what information we have today.
- Shortfall prevention team monthly email submitted in October, no one on team is currently working due to the Federal shutdown.
- No response from HUD yet on our application for set-aside funding, specific to the PBV category.

Property Management/LIHTC Compliance:

- LIHTC wait list opening for The Elle at North Main
- Filling vacancies and rent collections at all 6 properties, ongoing.
- Continual reporting to investors, CHFA, Spectrum, NHT, investors, including reporting and site visits.
- Process in place for use of collection agency for vacated tenants.
- Facilities best practices being refined.
- Capital planning for all buildings being refined.
- Seasonal turnover, planned maintenance activities, unit turns, landscaping.

- **Other:**
- FY2024 Financial statement audits for WHHA and TBRA complete and filed.
- Elle weekly job meetings being held on site, monthly funding requisitions submitted to CHFA and appropriate funding source.
- Elle landing page for progress monitoring and wait list application is live.
- Meetings with software provider for MTW activities and online rent payments, maintenance requests for properties.
- Staff training – Foresight Thinking Model complete. Next session is with Manager level employees only, will be in December.
- Social media postings for WHHA continue on Facebook, Instagram and LinkedIn.
- All employee meetings, Teams and in person events.
- Employee handbook update is in process.
- Staffing changes/additions.

- Appointment to CONN Nahro Board, Housing & Legislative Committee and Community Revitalization and Development Committee.

WHERE WE'RE HEADED

- Government shutdown has sparked a lot of uncertainty about status of funding, but as of yet, we have not experienced any delays in HCV funding. Unknown effects of changes in Washington. Policy objectives of current administration.
- PBV wait list opening for The Elle at North Main, planned for January.
- Review of staff goals by direct supervisors
- Continual improvement with new software, including additional demos for more capability.
- Review of policies and procedures (ongoing) and facilities management best practices
- Continual search for new development opportunities for TBRA

NEWS FROM PARTNERS/STAKEHOLDERS

- Reporting to NEF, NHT, CHFA and M&T Bank is up to date.
- Faxon and 616 New Park year end activities underway, audits beginning near the end of November.

Chairperson's Comments: Ms. Corrado was thanked for bringing Keisha in to present.

Old Business: None

Executive Session: None

Adjournment:

Meeting was adjourned at 6:22 p.m. on a motion by Ms. Acosta and seconded by Mr. Dorchester.