



TRUMBULL HOUSING AUTHORITY VIRTUAL BOARD MEETING
CONGREGATE COMMITTEE AGENDA

DATE: May 5, 2020
TIME: 4 PM

LOCATION: Virtual Meeting

Join the meeting

online: <https://zoom.us/j/91105890656?pwd=SmdlC3UwL0lSUk1SeiBzQmF5MVczQT09>

Webinar ID: 911 0589 0656

Password: 310047

Join by telephone: (312) 626-6799 / Webinar ID: 911 0589 0656

It will be made available on Trumbull Community TV
Charter 194 or Frontier 99 or <https://www.trumbullps.tv/> or Town of Trumbull
Facebook.

1. Call to Order
2. Roll Call and Pledge of Allegiance
3. Discussion of items for committee review (discuss, review amend draft document)
4. Create meeting schedule
5. Overview of the Henry Stern Center – Congregate
6. Review of legal issues – Attorney Cody
7. Resident Comments
8. Adjournment

Congregate Committee Areas for Review – DRAFT 4/30/20

Suggested outcome of Committee work–

Collect enough data and information to provide the full Commission with recommendations for the future of the Congregate.

Overview

Number of units

Resident demographic breakdown by age and income

Health status

Overview of services provided

Staffing

Legal

Contract with State

State Rules, Regulations and Reporting

Property Ownership

What must be provided contractually

Financial

Review Simple profit and loss statement and balance sheet

Review current expenses

Review current income and future income needs

Review detail of existing debt

Review cash reserve requirements

Create process for future notification of/ approval by Commission of any debt

Management and staffing

Current staff positions and responsibilities (including maintenance)

Skill sets required for Congregate staff positions

Review of past staffing levels

Review current needs for staffing levels – too low, too high

Property

Review current status of building condition

Review planned repairs

Review anticipated long term upgrades/ repairs

Services

Meal Service

Cleaning Service

Social Services

Other?

Best Practices

Review operations of other Congregate housing programs in State of CT that are profitable and financially stable.

Collect information on other models for Congregate housing operations

Which best practices could be adopted by THA

Updated 4/30/2020

Harriet Polansky, Executive Director of the THA

About Henry Stern Center – Congregate

Mission

The mission of the Trumbull Housing Authority is to develop and manage safe, quality, affordable housing for low-income seniors and persons with disabilities. This is done in a manner that promotes citizenship, community and self-reliance.

The THA is committed to the safety and well-being of the residents of Stern Village. We provide a better quality of life by creating a positive, supportive environment and we encourage independence.

We offer many activities that promote social interaction in our vibrant community.

Backdrop

-The Congregate was built in the 1980's. The Department of Housing oversees the congregate and we follow their guidelines and regulations.

The Congregate is not a nursing home nor an assisted living facility. We do not have a nurse on staff. It is an independent living facility with supportive services for those in need.

The Congregate model keeps residents living independently longer.

The following link outlines regulations for the Congregate, please copy and paste it into your browser.

<https://eregulations.ct.gov/eRegsPortal/Browse/getDocument?guid=%7B3080E756-0400-C8E8-B74B-05D468ED7561%7D>

Congregate Criteria

The congregate is for low income frail and elderly adults. One must be at least 62 years old to apply and have an income less than \$50,350 per year.

Monthly rent is based on renting the apartment and core services. As a congregant you must pay for both. Subsidies are provided for those who qualify by the DOH. DOH helps subsidize low income residents... last year the total contribution was \$141,696.

Core services:

- A full-course Noon meal every day, 365 days a year.
- Weekly light housekeeping.
- 24/7 Office Attendant/Security Guard
- Heat and water are paid for by the THA.
- Entertainment: Music, Arts & Crafts Classes, Chair Exercises, Wellness Programs, Catholic Mass/Rosary, Pizza Parties, and lots more!

Changes and upgrades to the Congregate since Harriet Polansky started:

The following improvements were necessary to keep our residents safe and well.

- Outsourced security guards instead of using Village/Congregate residents. This was done to ensure the Congregate was monitored correctly and the burden of getting guard coverage removed from the THA.
- Outsourced Food Service, our costs decreased.
- Replaced congregate roof.
- Added solar to congregate to decrease the costs of electric for the public areas.
- Installed a fob-system to enable residents to open the door.
- Replaced windows (\$20,000 TD Bank Grant).
- Added additional security cameras and new monitors.
- Replaced the generator (Critical Needs Grant).
- Replaced the sprinkler system (Critical Needs Grant).
- Upgraded the kitchen HVAC system (Critical Needs Grant)
- Purchased new freezer, ice maker and convection oven.

Issues:

- When I started in February 2013, the congregate owed \$100,000 to Village. Since the congregate did not have enough reserves to cover the necessary improvements, some expenses were incurred by the Village and paid back when the monies were available.
- When we hired Jason Geel, we worked together to get the true costs over to Congregate in order to manage it and work towards making it sustainable. More accurate cost allocation is one of the reasons why costs are higher.
- The additional increases were due to upgrades made to the kitchen that were not part of the critical needs grant, soft costs that were part of the 2019 Small Cities Grant, i.e. Architect Fees and significant heating repairs on an aged out system.
- Operating results were negativity impacted by repairs to the heating system which should be reduced by the 2019 Small Cities Grant.

This year (and partially last year) marks the first time in a while that rent increase needs are being driven predominately by the local environment – meaning wage rate increases from the State of CT.

About Our Congregate Residents

- We currently have 32 residents
- Approximately 17 residents are getting subsidies from the DOH.
- The remaining are not income eligible and must pay the total rent and services.

Cost to Live at Other Congregates in Connecticut – Similar to Henry Stern Center

Town	Base Rent	Core Services	Total
Ridgefield	\$690	\$853	\$1,543
Norwalk	\$775	\$825	\$1,600
Naugatuck	\$535	\$724	\$1,259 – Increase of \$20 is expected

Good News from DOH

Under normal circumstances, DOH will not approve our budget without a rent increase, however, due to COVID-19, they are not expecting to see a rent increase in our budget for 2020-2021 year. They are providing congregates with additional funds to make up for any lost revenue due to the pandemic

- Each Congregate will receive \$15,000 to be used for expenses this year.
- March-June, each congregate will receive \$50 per month x the number of units.

2020-2021 Budget

- Each congregate will receive a set amount, details to come.
- And \$50 per month per unit

Having this additional funding will help. However, it does not negate the fact that we must increase core services by \$25 for 2020-2021.

Christina Keune, DOH, approves our services budget and management plan. She expects to see an increase in services. (Please note, the Commissioners do not have to vote on the increase to services, an increase to services will be reflected in the upcoming budget.)

<u>Year:</u>	<u>Rent:</u>	<u>Services:</u>	<u>Total</u>
2012-2013	\$325	\$700	\$1025
2014-2015	\$350	\$736	\$1086
2016-2018	\$400	\$736	\$1136
2019-2020	\$425	\$775	\$1200
2020-2021	\$425	\$800	\$1225