



**TRUMBULL HOUSING AUTHORITY VIRTUAL BOARD MEETING**  
**CONGREGATE COMMITTEE AGENDA**

DATE: May 26, 2020

TIME: 3 PM

LOCATION: Virtual Meeting

Join the meeting

Call: 1 312 626 6799

Enter ID: 983 5085 7361 and Password: 050401

It will be made available on Trumbull Community TV

Charter 194 or Frontier 99 or <https://www.trumbullps.tv/> or Town of Trumbull Facebook. 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. Reading and Approval of Minutes for the May 19, 2020 Committee Meeting
4. Policies and Procedures to address the following:
  - Document Retention
  - Long term debt and reserves
  - Financial reporting
  - Annual rent/services increases
  - Achieving 100% occupancy
  - Targeting Audiences
  - Operating expenses
  - Contractual services
  - Property
  - Legal issues
5. Resident Comments

## 6. Adjournment

# DRAFT

## Summary of Policy and Procedure changes suggested at THA Congregate Committee Meetings

Overall goal of the Committee– to review and improve the finances and operations of the Congregate

### DOCUMENT RETENTION

All contracts, especially the original with the State forming the Congregate should be collected and stored in order to be readily available as needed – NEED TO LOCATE ORIGINAL CONTRACT

### LONG TERM DEBT & RESERVES

Non-repayment of Congregate payroll or other expense to Village must be approved by the Commissioners

Create policy about when funds held in reserve can be used and decide on amount of funds to be held in reserve – ie State would like \$1,000 per unit per year into reserve account.

Set aside time in the future for discussion about the long-term debt owed to the Village. Should it be repaid, how can it be repaid and what the possible repercussions are of non-payment both legally and to the financial health of the Village. Also, how might a high level of cash reserves impact future State funding.

### FINANCIAL REPORTING TO COMMISSION

Treasurer's report will include additional information such as:

Operating cash vs Operating payables

Grant cash vs Grant payables

Increase (Decrease) in long term debt from last period and reason for change

### RENT / SERVICES INCREASES

Develop policy of annual rent/services increases

Change the income limits on residents to maximize State funding on rent income? – needs to be discussed with entire Commission and legal feedback

### VACANCY

Vacancies will be filled within \_\_\_\_\_ days and vacancy rate no higher than 3%

Management will provide monthly vacancy reports to Commissioners (also needed for Village), including unit # and date vacancy occurred.

### OPERATING EXPENSES

Improve monthly control and oversight of expenses

Formalize who is responsible for review and approval of expenses.

Explore new ways to save on costs – bulk purchasing, etc.

## CONTRACTED SERVICES

Invoices for contracted services needs to be more closely monitored and if not in compliance with the contract, not paid. Whose is responsible? Executive Director, Manager, accountant, treasurer?

Contract review – how frequently are we going out to bid?

What should be the maximum term of contract.

Who should be monitoring that service level is being achieved?

Based on “best practices” presentation by Ridgefield Commissioner, review maintenance staff and other options for possible cost savings

Commissioners should be advised monthly of any complaints or issues with service providers

## PROPERTY

Capital Needs Assessment plan should be reviewed annually by E.D. and Commissioners in order to better gauge possible major expenses and prepare for financial impact.