

Trumbull Housing Authority – September 28, 2021

Trumbull Housing Authority Virtual Meeting
September 28, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Suzanne Donofrio and Charlene Pederson

Also Present: Executive Director Harriet Polansky; Jason Geel, Accountant; Attorney Chris Hodgson (only present for Executive Session)

The meeting was called to order by Mrs. McGannon at 4:31 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Executive Session

Motion was made by Mrs. Anderson to enter Executive Session at 4:33 pm to discuss union issues and expected duties of the Executive Director. Invited to the Executive Session were the THA Board members, Attorney Hodgson and Ms. Polansky. Motion was seconded by Mrs. Pederson and approved unanimously.

Motion was made by Mrs. Pederson to exit Executive Session at 5:36 pm. Seconded by Mrs. Donofrio and approved unanimously.

Past Minutes

Motion was made by Mrs. Bova to approve the minutes of July 27, 2021 as written. Seconded by Mrs. Pederson. Minutes were approved by Mrs. Pederson, Mrs. McGannon and Mrs. Bova with abstentions from Mrs. Anderson and Mrs. Donofrio.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials for July 1, 2021 through August 31, 2021. The overall gain of the Housing Authority was \$24,922. Further, the Operating Gain, before capital grants and depreciation, was \$28,319 of which \$20,461 is attributable to the Village and \$7,858 to Congregate.

For Stern Village, the current month's Operating Gain is \$705 compared to the budgeted gain of \$7,501. The lower-than-expected gain is attributable to a five-week payroll month. For the year, rental revenues have met budgeted amounts while total expenses have been slightly under budget, primarily due to lower administrative expenses.

For Congregate, the current month's Operating Gain is \$949 compared to the budgeted gain of \$601. Congregate has exceeded expectations so far this year due to limited maintenance work required to date.

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The overall cash position of the Authority, including reserves, is \$713,074 which includes \$36,725 reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2021</u>	<u>7/31/21</u>	<u>8/31/21</u>	YTD Change
Cash	\$ 104,160	\$ 109,758	\$ 101,819	\$ (2,341)
Accounts Payable	\$ 75,128	\$ 73,094	\$ 69,732	\$ 5,396
Interprogram Loan	\$ 378,049	\$ 389,052	\$ 402,164	\$ 24,115
Reserves	\$ 506,831	\$ 506,876	\$ 506,922	\$ 91
Excess Cash	\$ (46,759)	\$ (39,678)	\$ (49,458)	
Congregate				
Cash	\$ 90,274	\$ 94,860	\$ 100,887	\$ 10,613
Accounts Payable	\$ 26,174	\$ 28,430	\$ 34,286	\$ (8,112)
Interprogram Loan	\$ 378,049	\$ 389,052	\$ 402,164	\$ (24,115)
Reserves	\$ 9,471	\$ 9,472	\$ 9,473	\$ 2

Congregate payable to Village increase represents July and August's cost share, to be paid down upon receipt of DOH subsidies projected in September. August financial results indicate no excess cash on hand for the year, due primarily to cash shortfall carryover from the prior year.

Tenant Accounts Receivable balances are as follows:

Stern Village	<u>6/30/20201</u>	<u># of Tenants</u>	<u>8/31/21</u>	<u># of Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (2,335)	54
Over One Month Rent	\$ 3,051	4	\$ 1,653	2
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 14,913</u>	<u>45</u>
Total	\$ 13,044	98	\$ 14,231	101
Congregate				
One Month or Less	\$ 606	5	\$ (107)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 17,699</u>	<u>13</u>
Total	\$ 16,121	16	\$ 17,592	18

The above balances include inactive residents that were approved for write-off in late July, reporting to be updated for September 2021 financials. Noted that still a significant portion of Village residents have small unpaid or credit balances due to rent changes effective July.

Mrs. Anderson questioned the Interprogram Loan amount noting that at a previous meeting, the Board discussed a surplus of cash that would not be repaid to Stern. Instead it would be added to the reserves to attempt to get the Congregate into a position of a smaller cash swing. It was also felt they should try to put some cash into the Congregate so that it wasn't borrowing from Stern constantly. She requested the Financial Report correct the impression of repaying Stern when the money is received. Mr. Geel thought they were going to evaluate and establish an amount that can avoid the swings. No subsidies have been received due to a delay in getting the budget approved so they are looking at \$80,000 for the

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Congregate when payments are received. Mr. Geel suggested waiting for the funds to come in and evaluate at that time to see what level of loan will be shown going forward. Mrs. Anderson requested for the next meeting a solid cash flow number for reserves for the Congregate. She will discuss this with Mr. Geel prior to the meeting.

Mrs. Anderson questioned the over one month rent due of \$1,653 for two residents in the Village. Mr. Geel noted they are both active tenants and one amount reflects a transition period. He assumes it is collectable. Ms. Polansky noted UniteCT is helping residents who have difficulty paying their rent. She has put in paperwork for a couple of residents and they are waiting for their cases to be looked at. Mrs. Anderson wants to be proactive with rents due.

Mr. Geel noted the Authority is under on vacancies which is a good thing and there have not been any non-routine repair costs. Heather is working off a waiting list for the Village and Daisy has one unit in the Congregate to be leased tomorrow and another one in October.

Executive Director's Report

Ms. Polansky noted the following:

1. Thanked residents for wearing their masks when they enter the Community Room or the THA Office.
2. The Community Room is open in time for the colder weather. They have a new large-screen smart TV and are looking into laptops.
3. Heather will host a meet-and-greet for new residents to the Village. This will allow residents to become better acquainted with the THA. Her first meeting is scheduled for October 8 by invitation.
4. With the HTCC funding for the Village, they have rehabbed approximately ten units and have another ten to be completed sometime in January or February.
5. New picnic tables have been placed around the Village and Eagle Scout Michael Romano is getting approval to build more.

Congregate Updates

Ms. Polansky noted the following:

1. There was one break-through COVID-19 case. They were able to sanitize the entire building and fogged the apartment prior to the resident's return.
2. Masks are mandatory in the Congregate and a document has been created from the CDC information on the effectiveness of masks. This was discussed at the resident meeting.
3. Once the nursing homes have received their Pfizer boosters, the Department of Housing will have the booster available for the Congregants.
4. Cleaning staff is constantly wiping all surfaces.
5. A new wi-fi system is being installed in the Congregate and should be completed by the end of the week.
6. The halls, dining room and foyer are being painted. New furniture will be purchased thanks to a gift card from Bob's Discount Furniture.
7. A meeting was held with Jeff Shapiro from Creative Culinary, Chef Freddy, Daisy and Ms. Polansky regarding additional menu ideas and options. The residents are establishing a Food Committee to meet monthly with Daisy and the Chef to discuss the menu for the upcoming month. Residents are unhappy with the food service. It is a combination of choices and quality but these issues are being addressed. Ms. Polansky noted the lunches are large and many

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residents eat half and save the rest for their dinner. The Chef has been using herbs from the Community Garden for his entrees.

Unfinished Business

Discussion of a Security Deposit Policy for Incoming Residents (only) to the Congregate and Consideration of Motion to Approve – Mrs. McGannon reiterated this would be only for new, incoming residents. Lengthy discussion was held covering the following:

1. Fee would be based on individual base rent for the resident.
2. Fee does not include services.
3. Will this make a difference in the bottom line with only the base rent being collected when a resident leaves and doesn't pay that last month, such as going to a nursing home?
4. Waiting list applicants will cover vacancies.
5. Most other Congregates have moved towards a security deposit.
6. DOH requires a payment plan, if a resident is not able to pay the security deposit up front.
7. Length of payment plan.
8. Institute a very firm policy with regard to length of time an apartment will be held in the event the resident is relocated to another facility, such as a nursing home, unless rent is being paid during this time.
9. Rent needs to be recovered quickly in the event the resident leaves unexpectedly.
10. Legal issues, challenges and enforcement.
11. Payment plan length and amount each month.
12. Implementation and evaluation of policy.
13. Resident ability to pay.
14. Mission is to help those in need.

After the discussion, it was the consensus of the Board that they would not proceed with a security deposit for the Congregate.

New Business

1. Discussion of Installation of New Flooring for the Congregate and Consideration of a Motion to Approve – Ms. Polansky noted funds have been received as incentive for the boilers from UI for \$28,757.99. She would like to use some of this money to replace the flooring in the Congregate. Two quotes have been obtained – one from Image (contractor who replaced the bathroom floors in the Congregate) and one from Nothing But the Best (contractor who worked on all the rehabbed units). Nothing But The Best provided a significant upgrade in the quality of flooring over Image and the cost difference between the two quotes is minimal. Quotes include repairs and transitions so that the flooring is level. Mrs. Bova made a motion to accept Nothing But The Best flooring installation bid. Installation will be paid from UI incentives. Motion was seconded by Mrs. Pederson and approved by unanimous consent.
2. Discussion of a new Critical Needs Assessment for the Congregate and Consideration of a Motion to Approve – Discussion was held regarding the letter received stating a rent increase was recommended. Mr. Geel noted this letter was received, in part, due to the lack of a CNA and a late approval of the budget. Ms. Polansky explained the importance of the CNA with regard to CHFA and DOH funding. It is a breakdown of future needs. She would like to use On-site Insight for this assessment as they have done an assessment for the THA in the past (2013). This company is respected by CHFA and DOH, they are number one in the field and they will get the job done. The cost is \$3,500. Ms. Polansky did not obtain other quotes because this company is well-known by the State and most likely, the cost would be higher. This assessment

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should be good for five years. Mrs. Pederson felt this cost should be included in the budget in the future when the assessment is due to be repeated. Mr. Geel noted the CNA will not keep the rent increases from being recommended. Ms. Polansky noted she can use this when requesting funding. Mrs. Anderson felt this would be a good tool to use when budgeting in the future. The Joint Review of Preliminary Report will be open to the Board. Funding will be from the UI incentives. Mrs. Anderson moved to approve the On-site InSight quote of \$3,500 for the CNA for the Congregate. Seconded by Mrs. Bova and approved by unanimous consent.

3. Review of the 2019 and 2020 Audit Reports and Consideration of a Motion to Approve – Mrs. Anderson reviewed the audits noting the 2020 audit had some risk assessment not in the prior audit. Brief discussion was held regarding the following - more information will be required from Mr. Geel:
 - a. The Director terms in the 2020 document are incorrect.
 - b. Both audits have been submitted to the State and we are in compliance with state requirements.
 - c. Interest rate risk - no formal investment policy.
 - d. Credit risk – no limits on the amount invested with one issuer.
 - e. No mention in the document of the Trumbull Housing Corporation (THC). HTCC grants are held by the THC but not cited in the document as the organization holding the funding.

Mrs. McGannon asked if there was a remedy to correct the errors in the document. Mr. Geel noted he will speak with the auditors and disclose and discuss. Mrs. Anderson moved to table the approval of the audit reports. Seconded by Mrs. Pederson and approved by unanimous consent

Resident Comments

Debbie VanScoy and Maryann Carrol are concerned for the residents and discussed the incident of 17 Congregate residents becoming ill after eating food supplied by the vendor. They did not feel it was a virus. They felt the quality and quantity of the food supplied by the vendor has decreased. Mrs. McGannon suggested they work with the Chef and Ms. Polansky to express their concerns. Ms. Polansky noted any changes to the food service will be made immediately once agreed upon.

Adjournment

Motion was made to adjourn the meeting at 6:50 pm by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk