

Trumbull Housing Authority – October 25, 2022

Trumbull Housing Authority Virtual Meeting
October 25, 2022
6:00 pm

Commissioners Present: Chairman, Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger

Also Present: Interim Executive Director Paulette Mack; Dawn Cantafio, Director of Finance; Daisy Torres, Congregate Manager and Accountant Jason Geel

The meeting was called to order by Mrs. McGannon at 6:05 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Approval of Minutes

Motion was made by Ms. Pederson to approve the minutes of September 27, 2022 as written. Seconded by Ms. Pflueger and approved by unanimous consent.

Report of Director of Finance

Mrs. Cantafio reported the following:

1. Work started October 25 on the Congregate elevator panel.
2. Work orders are being completed promptly. For the timeframe September 27 through October 24, Stern Village had 57 completed work orders and 8 were completed for the Congregate. (Congregate has 2-3 outstanding work orders; Village has 8.)
3. Mrs. Cantafio, Ms. Mack and Mr. Geel met to discuss the budget on October 20.
4. Met with the Assistant Property Manager. Acceptance/rejection letters will be out October 31.
5. Working with the appropriate parties to close out remaining grants.
6. The final Audit Report and Corrective Action was signed and sent back for approval. Should be closed out soon.

Report of Congregate Manager

Ms. Torres reported the following:

1. One unit is vacant with a potential resident for November 1.
2. Food service is going well. Mrs. Bova noted the majority of residents are happy with the service with minimal comments related to quantity and selections.
3. The A/C unit panel has been repaired and it is working. Question was raised as to whether the Board needs to repair the units for next season even though they are working at the moment. A&B wanted to replace them but Heat Shock repaired the panel and they have been working. Ms. Mack noted she received information from Heat Shock on additional repairs that need to be done, including unit replacement and repair/re-piping of the system in the amount of \$7,500 to \$8,000. Discussion was held regarding funds available to cover this work. Mr. Geel noted heat and A/C are included in the same budget line item and this repair would use approximately half of the contract repair budget for the year. It was not recommended to wait until the spring for this repair to avoid any further problems. Funds earmarked for reserves could be used, if

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necessary. It was noted the request for heating repairs should be minimal with the new equipment installed over the last few years. Mrs. Anderson noted a preventative maintenance plan should be implemented to prevent the destruction of the units and associated components, including pest control.

Treasurer's Report and Discussion of Financials

Mrs. Bova reported for the three-month period ending September 30, 2022. The overall Gain of the Housing Authority was \$1,364. Further, the Operating Gain before capital grants and depreciation, was \$41,598 of which \$29,973 is attributable to Stern Village and \$11,625 to Congregate.

Stern Village had a current month's Operating Gain of \$17,813 compared to a budgeted gain of \$7,500. The month's gain is due to minimal maintenance contract services and use of vacation time which had a positive impact on current month salary expense. For the year, vacancy losses are 50% over budget, but total revenue and expenses have met budgeted amounts. Village is on pace to meet surplus goals so far this year, but utilities and maintenance costs tend to increase during the winter months.

For Congregate, the current month's Operating Loss was (\$686) compared to a budgeted gain of \$1,083. The month's loss is due primarily to three billing cycles of security contract expenses, putting security about 5% over budget so far this year. For the year, revenue is underbudget due to vacancies, but expenses are underbudget as well, contributing to positive operating results.

The overall cash position of the Authority, including reserves, is \$655,514.

A snapshot of program balances are as follows:

	<u>6/30/2022</u>	<u>8/31/22</u>	<u>9/30/2022</u>	<u>YTD Change</u>
Stern Village				
Cash	\$103,203	\$ 75,162	\$ 61,576	\$(41,627)
Accounts Payable	\$ 65,441	\$ 75,486	\$ 44,969	\$ 20,472
Interprogram Loan	\$355,881	\$384,808	\$363,160	\$ 7,279
Reserves	\$507,142	\$508,311	\$511,010	\$ 3,868
Excess Cash	\$(73,436)	\$(91,005)	\$(83,358)	
Congregate				
Cash	\$ 59,264	\$ 97,900	\$ 73,429	\$ 14,165
Accounts Payable	\$ 35,652	\$ 7,467	\$ 21,034	\$ 14,618
Interprogram Loan	\$ 355,881	\$ 384,808	\$ 363,160	\$(7,279)
Reserves	\$ 9,499	\$ 9,499	\$ 9,549	\$ 50

Cash balances are closely monitored each month per cash management procedures. Management does not anticipate a need to borrow from reserves and will continue to monitor vacancy turnover status as it has had a negative impact on rental revenues and cash generated.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2022</u>	<u># of Tenants</u>	<u>9/30/2022</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (2,953)	46	\$ (3,346)	58
Over One Month Rent	\$ 3,578	4	\$ 5,079	5

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Inactive AR	\$ 1,744	10	\$ 2,733	9
Total	\$ 2,369	60	\$ 4,470	72

Congregate

One Month or Less	\$ (960)	5	\$ 1,991)	4
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 2,184	4	\$ 2,869	5
Total	\$ 1,224	9	\$ 878	9

Five units are vacant in the Village and can be filled immediately; ten units are vacant that need extensive rehab. The unit that had the fire will be ready at the end of the week.

Mrs. Anderson noted she and Ms. Pflueger met with Mr. Geel to discuss budget line items versus actual spending for last fiscal year. Line items were clarified making it easier to understand. There were no areas of concern. Other areas of discussion included:

1. Update on the SSHP project closing – not a part of the budget but has potential for funds coming back to the agency to replenish reserves or take on projects for the Congregate.
2. Reimbursement for radon testing is still expected.
3. Making changes to the budget detail so staff can use it more efficiently. Internal budget details and State budgets differ in how they are presented.
4. Use of surplus cash funds – line will be earmarked for Unit Rehabs outside of operating budget.

Mrs. Anderson noted other areas to be reviewed.

1. \$6,000 spent last year on ice melt. She requested Ms. Mack and Mrs. Cantafio review this to see if there was a more efficient way to purchase what they need as well as a more efficient way for Maintenance to use the product and control usage.
2. Mrs. Anderson requested that all credit checks be conducted through the new program so they are not charged for the service.
3. Large expense for clearing clogged drains/pipes each year.
4. Stratification of rents. This should be a conversation with management before the budget cycle. Mr. Geel noted CHFA requires maintaining a population of residents that serves extremely low, very low and low income needs. The Board and management must decide the desired mix to meet this requirement. Ratio is not a set number. This is not currently being addressed. As part of this discussion, the wait list structure and how it is modeled should be addressed. Mrs. Cantafio and Ms. Mack are already reviewing this. Mrs. Cantafio noted they are also working on the Tenant Selection Plan which has not been updated for some time. Everything should be in place for a January meeting so it can be used in budget preparation.

Mrs. Anderson thanked Mr. Geel for his help and input. She suggested this type of meeting be held each year and include all Board members and management staff.

Executive Director's Report

Ms. Mack reported the following:

1. Mentor visited five units on October 20 and found minor deficiencies that were corrected. Paperwork was sent to Mentor today. Recommendation was made to speak with representatives from Millennium regarding further grants and rehab work.
2. The new hair stylist started on October 17.

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3. The heat pumps in the Village have been cleaned with only a couple remaining in the Dining Room at the Congregate to be addressed.
4. Medical Arts Pharmacy will be on site to administer the Bivalent COVID booster and flu shots.
5. Thanksgiving dinner will be hosted by Trumbull Helps on November 19 at 4:00 pm. Residents are appreciative of all the events the organization hosts for them.
6. Thank you to Marquis who transported meals to the second floor in the Congregate.
7. Ms. Torres has not set a date for the next fire drill in the Congregate.
8. Hair stylist has a salon in the Community Room.
9. Thank you from Mrs. Bova to Mrs. Anderson for her donation of eye glass cases for Bingo prizes. All donations are greatly appreciated by the residents. Also, thank you to Mrs. Anderson and Mrs. Rabinow for their assistance with voter registration day.

Unfinished Business

1. **Sidewalk Repair Bid** – Ms. Mack received one additional bid for the work. Funding source was discussed by Mr. Geel. He noted the Village is in a position to fund this work as the sidewalk is used by all residents and is not solely for the Congregate. Project should not be delayed for the health and safety reasons as previously discussed. Motion was made by Mrs. Anderson that Stern Village pay for the sidewalk repairs for the lowest best bid received and that the Board permit Management to sign the contract immediately and get the work done before the cold weather sets in. Seconded by Ms. Pflueger. Discussion was held. It was agreed the decision should be the best, most qualified, bid. Motion was approved by unanimous consent. Mrs. Cantafio will present the two bids to Mr. Bova, Director of Purchasing, for his input.
2. **Congregate A/C Units** – previously discussed.

New Business

1. Mrs. McGannon noted they were under the impression personnel needed a Public Housing Management certification to sign leases. After consultation with the State, as long as there is a directive from the Board that certain individuals can sign leases until they obtain their Public Housing Management certification, they are covered. Authorization to sign would be given to Ms. Mack, Ms. Torres, Ms. LeMoult and Mrs. Cantafio until they obtain their certifications. Concern was shared over the number of individuals who can sign leases and what control there is. It was agreed by the Board that Ms. Mack should review all leases and addendums and that two signatures would be required on the lease. With the exception of Mrs. Cantafio, all the above mentioned individuals currently sign leases. Mrs. McGannon will provide this document to Ms. Mack.
2. New meeting date – it was agreed to cancel the November 29 and December 20 meetings and have a combined meeting on December 13 at 6:00 pm.
3. January Retreat to discuss Stratifications – It was agreed to have a meeting on January 21, 2023 from 9-12 to discuss rent stratifications. This meeting will include the Board members, Ms. Mack and Mrs. Cantafio.

Resident Comments

No resident comments.

Executive Session

Motion was made by Ms. Pederson to enter into Executive Session at 7:16 pm to discuss the results of the Consultant's interviews. Seconded by Mrs. Bova and approved by unanimous consent. Included in the Session were the Board members, Mrs. Cantafio and Ms. Mack. Motion was made by Ms.

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Pederson to exit Executive Session at 8:50 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 8:53 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk