

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 17, 2018 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners E. LeBorious, M. DeSousa, Commissioners L. Calsetta and A. Bowsza were present.

2. MEETING MINUTES:

A. Special Meeting November 17, 2018

The minutes of the Special Meeting of November 17, 2018 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner LeBorious to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add to Unfinished Business as 12 B - Feasibility Study.

Motion made and duly approved to add to Executive Session as 16 A – Personnel Issues.

4. PUBLIC COMMENT - None

Motion made and duly approved to go out of order to #12 Unfinished Business A. Survey from JR Russo & Associates.

12. UNFINISHED BUSINESS:

A. Survey from JR Russo & Associates.

Jay Ussery from JR Russo & Associates presented additional information on the surveys for Park Hill and the 7 & 6 acre parcels. Jay reviewed the surveys with all that were present.

Motion made and duly approved to go back in order.

5. LEGISLATIVE BILLS AND COMMUNICATIONS –

A. RSC 1st Quarter Report - Hereto attached as Attachment A

6. FINANCIAL REPORTS – November 2018

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN – None

8. REPORT OF THE TENANT ASSOCIATION BOARD – Jeanne Swicklas, Vice President

Hereto attached as Attachment B

9. REPORT OF THE RSC – Hereto attached as Attachment C

10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins

Hereto attached as Attachment D

11. POLICIES AND PROCEDURE – None

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12. UNFINISHED BUSINESS

B. Feasibility Study – The commissioners discussed whether to proceed with the feasibility study for the 7 acre parcel. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to proceed with the feasibility study for the 7 acre parcel. Yes – Commissioners DeSousa, Bowsza, LeBorious, Calsetta.
No – Commissioner Burnham. – Motion passed.

Commissioner DeSousa made motion, 2nd by Commissioner LeBorious to hire Capital Studios to do the feasibility study on the 7 acre parcel and to possibly include the 6 acre parcel. All in favor – Motion passed.

13. NEW BUSINESS –

A. 2019 Board of Commissioners Meeting Dates. – Executive Director Collins distributed a list of dates for the 2019 meetings that were reviewed by the commissioners. Commissioner Bowsza made motion 2nd by Commissioner Calsetta to approve meeting dates with the change to August for 2019.
All in favor – motion passed.

14. PUBLIC COMMENT - None

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION –

A. Personnel Issues - Motion made and duly approved to go in to Executive Session at 8:40pm to include Executive Director Collins.

Motion made and duly approved to come out of Executive Session at 9:00pm.

No decisions were made in Executive Session.

17. ADJOURNMENT

Motion made and duly approved to adjourn at 9:01pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

QUARTERLY REPORT

For 1st Quarter Ending September 30, 2018

Resident Services Coordinator Program

East Windsor Housing Authority

Number of Units 84

Table 1 – Client Status by Housing Development

Columns	A	B	C	D	E
Type of Activities	Park Hill	N/A	N/A	Total	
A. # Residents Reported at End of Last Quarter	90			90	
# Transferred to Congregate Housing	0			0	
# Transferred to Assisted Living	0			0	
# Transferred to Nursing Home	0			0	
# Transferred to Hospice	0			0	
# Transferred to Other	3			3	
# Transferred to Hospital	0			0	
# Deceased	1			1	
# No Longer Needing Services (permanently out)	2			2	
Total subtracted from A. above	2			2	
Residents/Clients Remaining	88			88	
<i>B. # of New Residents/Clients:</i>	5			5	
# Screened/Evaluated (Exhibit B) This Quarter	5			5	
# Requiring Services This Quarter	3			3	
Total New Residents/Clients added to A. above	5			5	
Total # of New Residents/Clients (A & B)	95			95	
<i>C. Types of Services Referred or Provided</i>					
Homemaker	2			2	
Home Health Aide	1			1	
	19			19	
Visiting Nurse Breakdown of programs as listed:					
Monthly Program “ Ask the Nurse” Referrals	1			1	
Health Screening Blood Pressure/Blood Sugar Monthly	20			20	
	422			422	
Community Meals (# of Meals on Wheels)					
Transportation Services (# of Dial-A-Ride)	382			382	

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Public Assistance Programs:	14			14
SNAP referrals	4			4
DSS Ct Home Care Program	2			2
Adult Day Care	0			0
Assurance Wireless Safe Link phone	4			4
Protective Services/Conservator	2			2
Substance Abuse Services	1			1
Mental Health Services/Support Group	1			1
Mediation/Facilitation Services	1			1
Legal Services	2			2
Medicare/Health Insurance	14			14
Friendly Visitor/Companion	1			1
Health Screening	18			18
File of Life Packet distribution	3			3
Money Management	1			1
Relocation Planning	1			1
Socialization/Recreation provided as listed below:				
Book Review Local author Shawn Flynn	8			8
Tenant Assoc. Monthly Pot Luck July 27, August 31 and September 28	32			32
Tenant Assoc. Weekly Coffee Social 12 participants x 13 weeks	156			156
Tenant Assoc. Weekly Bingo 13 weeks	130			130
Annual Park Hill Summer Picnic on September 21	40			40
Park Hill Breakfast sponsored by Fresh River Nursing Facility	32			32
Medicare Part D Presentation on September 26	6			6
Wellness Checks – In-home visits	16			16
Creation, Publication & Distribution Monthly Calendar @ 84 units x 3 months	252			252
Distribution of Welcoming Packets	5			5

Instructions:

- Columns B, C, and D – indicate the number of residents/clients by housing development – isn't this all one development?
- Column E – indicate the total number of residents for all housing site covered by this grant
- Use “N/A”, when a category is not applicable
- Use “0”, when category is applicable but no activity occurred in the quarter

Table 2 – RSC's Allocation of Time by Functions

Functions	<i>Time Allocation - %</i>
Evaluating residents	25
Developing a case of file residents	15

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Establishing linkages with service agencies	15
Referring residents to services	20
Providing direct service	5
Educating residents about rights, entitlement programs, etc.	20
Educating management staff	0
Staff and Board Meetings	5
Reporting	5
Mediation/Conflict Resolution	5
Other – Monthly Programs Calendar	0
TOTAL	100%

Instructions:

- Use “N/A”, when a category is not applicable
- Time Allocation should be best estimate of % RSC’s time for each function in the quarter
- Total of time allocations cannot exceed 100%

Submitted By: Jeannine Henneberger, Resident Services Coordinator

Date: October 19, 2018

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Attachment B

PARK HILL TENANT ASSOCIATION REGULAR MEETING

October 9, 2018

The meeting was opened at 10:00 a.m. by Vice President Jeanne Swicklas. Pauline Legasse, treasurer and Sharleen Craft, member-at-large also attended along with eight member residents.

The minutes from the November 13, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Pauline Legasse read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$262.84 in the bank.

Words from our President

Jeanne Swicklas, Vice President read from President Viola Andrews notes for the remainder of the meeting.

"There isn't a report this month because it is pretty much the same as last month's so today's meeting will be short and sweet."

First, a big thank you to our Vice President, Jeanne Swicklas for the great job she has done representing me at our tenant association meetings.

Second, I want all of our members to know that I love them and have missed being at our meetings.

I hope to be able to see all of you at our Holiday party. I also hope to resume my duties as President in January.

So I'm wishing all of you a wonderful Christmas and a Happy New Year.

Love,
Viola

Jeanne Swicklas, vice.president then opened the floor to tenant comments.

Jeanne Swicklas, Vice President talked about Operation Gratitude. We sent 29 ten dollar gift cards along with other items that were donated. We also paid about Thirty-eight dollars for postage.

Jeanne Swicklas, Vice President announced upcoming events.

Holiday party - December 14, 2018 at 1:00 p.m.

Board of Commissioners' meeting - Monday, December 17, 2018 at 7:00 p.m.

The meeting was closed at 10:20 a.m. by Jeanne Swicklas, Vice President.

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Attachment C

**Resident Services Report
East Windsor Housing Authority
December 2018**

Resident Activities

The next potluck supper will be held on January 25th at 5:00pm in the Community Hall approximately 12 to 16 residents attend this event.

The residents continue to enjoy Coffee Hour every Tuesday morning 9am to 10am. Approximately twelve to sixteen residents attend this popular event.

The monthly calendar continues to be prepared and distributed to each household.

On Sundays the residents play Wii Bowling from 1pm-3pm in Park Hill's Community Hall. All residents are welcome and it's a perfect time to get out and socialize with other residents.

Community Programs

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. Six residents participated for the month of December.

The Town of East Windsor Human Services has distributed the Holiday Baskets for November and December. Many of the Park Hill residents received the baskets.

Food Share has a mobile truck that continues to distribute free food from Saint Catherine's parking lot every other Friday. Several of our residents participate with this very important program

Upcoming Services and Future Events

On January 11th, 2019 at 1:00 in the Community Hall a representative from The North Central Area on Aging will be hosting a game of Fraud Bingo. Other future events will include information on File of Life and Nutrition topics.

A representative from East Windsor Human Services will be here in February to process Energy Assistance applications. A date and time have not been scheduled yet but Parkhill residents will be notified once a date has been set.

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Services and Referrals

I assisted several residents with food stamps Husky Insurance and other various entitlement programs. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need.

Respectively Submitted,
Jeannine Henneberger, RSC

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Attachment D

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

December

2018

Management:

JR Russo is expected to attend our Board meeting on 12/17/2018 to discuss the final A2 and T2 surveys for the 6 acre, 7acre parcels and the current Park Hill property.

Other Matters:

The Request for Proposals to replace the Community Hall roof has been advertised. The deadline for submitting proposals is January 3rd 2019.

Projects:

Two contractors are interested in submitting proposals to install a catch basin on the second level near the laundry room. They have contacted me to let me know that they will be submitting their proposals in the near future.

The repairs to our water system to prevent ground water from seeping in to one of our two wells have been completed. The connection and the "O" ring on booster number #2 needed to be replaced. The well meter was cleaned as well.

The annual testing of the smoke alarms and call for aides was conducted on November, 27th and 28th. There were no findings. The sprinkler system in the mechanical rooms in the Community Hall building was tested on December 11th. No repairs are needed.

Tree branches along the fence line across from the community hall and going up the hill will be cut back on Saturday and or Sunday December 15th and 16th. This will provide more sunlight to the apartment buildings

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and prevent any potential safety issues from heavy snow that falls on the trees. Additional trees throughout the property will be trimmed in the Spring.

Upcoming Small Cities Grant Application

The Town of East Windsor is requesting proposals for a consultant for the Small Cities Grant. The First Selectman has expressed an interest in any projects that the Housing Authority may want to include. No one responded to the first RFP in November. A second request was placed in the Journal Inquirer on December 1st. The deadline for submitting proposals and the bid opening is Thursday, December 13th.

Small Cities Program Funds

The materials for the four tubs to shower conversions are on order. It is anticipated the work will be completed during the first couple of weeks in January 2019.

Matching Grant

The equipment has been ordered for the installation of the two additional cameras. The installation will be scheduled within the next few weeks. This project is being paid for by the Matching Grant Program Funds.

Vacancies

We currently have two vacancies and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director