

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners L. Calsetta, and D. Menard were present. A. Bowsza was present via phone. Commissioner E. LeBorious was absent.

2. MEETING MINUTES:

A. September 21, 2020

The minutes of the Regular Meeting of September 21, 2020 were reviewed by all Commissioners present. Commissioner Menard made motion, 2nd by Commissioner Calsetta to approve the minutes as presented. All in favor –Motion carried.

3. ADDED AGENDA ITEMS

Motion made and duly approved to add RSC Quarterly Report to #10 Report of the RSC and Policy #11-0007 Tenant Vehicles – Engine Leaks to #12 Policies and Procedures.

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – Commissioner D. Menard reported that the Rotary Club has received the grant they applied for and are working on getting PPE to all of our residents.

7. FINANCIAL REPORTS –September 2020

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION – None

10. REPORT OF THE RSC

Hereto attached as Attachment A

RSC Quarterly Report hereto attached as Attachment B

11. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins
Hereto attached as Attachment C.

12. POLICIES AND PROCEDURE

A. Policy #11-0007 Tenant Vehicles – Engine Leaks

Executive Director Linda Collins proposed to rescind Policy #11-007 Tenant Vehicles – Engine Leaks as this is addressed in the lease. Motion made and duly approved to rescind Policy #11-007 Tenant Vehicles – Engine Vehicles.

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS – None

15. PUBLIC COMMENT – None

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION:

A. RSC Position

B. Real Estate

Motion made and duly approved to go in to Executive Session at 7:21pm to include Executive Director Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 7:35pm.

No decisions were made in executive session.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 7:37pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

Attachment A

**Resident Services Report
East Windsor Housing Authority
October 2020**

Resident Activities

Resident activities continue to remain on hold due to Covid 19. The residents continue socializing under the gazebos and practicing social distancing. Some of our residents are decorating for Fall and continuing having evening cookouts outside in small groups.

Community Programs

The East Windsor Lions Club generously donated fresh vegetables to the Park Hill Residents. An assigned schedule was sent out to each resident stating when they were able to pick up the vegetables.

On October 8th The East Windsor Lions Club donated individual boxes that contained a variety of food items and toiletries for the Park Hill residents. The boxes were delivered by Park Hill staff to each Park Hill resident.

The Town of East Windsor Human Services donated a large assortment of canned goods, non-perishable food items and toiletries. The Community Hall was set up so that the Park Hill residents would be able to pick up these items. To maintain social distancing a notice was sent to each Park Hill Resident stating when they were scheduled to get these items at Community Hall. Approximately 25 residents participated in this event.

Upcoming Services and Future Event

October 15th-December 7th 2020 is when open enrollment starts for Medicare Part D. This program pays for the residents' medications. The open enrollment period allows the residents to enroll for the first time or change their plan. I will be sending out notices on October 16th to Park Hill residents to contact me if they require assistance on either making changes or enrolling for the first time.

Services and Referrals

I continue to assist the residents with entitlement programs such as SNAP Benefits, Medicare Enrollments, and Husky Insurance. Appointments are usually made by phone or outdoors weather permitting. I continue to contact residents by phone who are at greater risk for depression and social isolation during the Pandemic

Respectively Submitted,

Jeannine Henneberger, RSC

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

Attachment B

QUARTERLY REPORT

For 1st Quarterly Ending September 30, 2020

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	87			87	
# 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	0			0	
# Transferred to Hospital	0			0	
# Deceased	0			0	
# No Longer Needing Services (permanently out)	2			2	
Total subtracted from A. above	85			85	
<i>Residents/Clients Remaining</i>	85			85	
<i>B. # of New Residents/Clients:</i>	3			3	
# Screened/Evaluated (Exhibit B) This Quarter	3			3	
# Requiring Services This Quarter	3			3	
Total New Residents/Clients added to A. above	3			3	
Total # of New Residents/Clients (A & B)	88			88	
<i>C. Types of Services Referred or Provided</i>					
Homemaker	1			1	
Home Health Aide	1			1	
Community Meals (# of Meals on Wheels)	268			268	
Transportation Services (# of Dial-A-Ride)	240			240	
Public Assistance Programs					
SNAP Referrals	3			3	
DSS Ct Home Care Program	1			1	
Adult Day Care	0			0	
Assurance Wireless Safe Link phone	1			1	
Protective Services/Conservator	1			1	

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

Substance Abuse Services	0			0
Mental Health Services/Support Group	2			2
Mediation/Facilitation Services	0			0
Legal Services	1			1
Medicare/Health Insurance	17			17
Friendly Visitor/Companion	0			0
Health Screening	1			1
File of Life Packet distribution	3			3
Money Management	1			1
Relocation Planning	1			1
Socialization/Recreation provided as listed below:				
Pizza Luncheon out with Staff August 13th, 20th, and 27 th .	30			30
Wellness Checks – By phone or outside weather permitting.	12			12
Outside Dance Party on August 21 st with DJ James Roberson	6			6
Ice Cream Day. Ice Cream Delivered to each resident on August 31 st .	84			84
Outdoor Game Day on September 14 th	10			10
Creation, Publication & Distribution Monthly Calendar @ 84 units x 3 months	252			252
Distribution of Welcoming Packets	2			2

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	20
Developing a case of file residents	15
Establishing linkages with service agencies	5
Referring residents to services	20
Providing direct service	5
Educating residents about rights, entitlement programs, etc.	25
Educating management staff	0
Staff and Board Meetings	0
Reporting	5
Mediation/Conflict Resolution	0
Other – Monthly Programs Calendar	5
TOTAL	100%

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

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 6th 2020

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

October

2020

Management:

Since the onset of the pandemic we have had several donations of food and personal items from the East Windsor Department of Social Services and the Lions Club. The residents and staff are appreciative of their generosity and kindness during this time of uncertainty. Pauline's soup kitchen and the pantry has reach out to us on several occasions offering to assist with distributing food to our residents.

In addition to food donations, an East Windsor resident gave each of our residents, a beautiful bouquet of flowers. This gracious gesture was truly welcomed by all. Many thanks to everyone.

On Friday, September 25th Marisa and I had a conference call with our fee account Gwen Burgess to discuss how she can assist with questions that we have regarding Quick Books and preparing for the upcoming audit. She is currently reviewing our last audit and will then get back to us with questions that she may have and create a schedule when she will be reviewing our financials going forward.

Other Matters:

Eversource Energy Efficient Program

In my Board report last month, I reported that Eversource has an energy savings program available for interior and exterior lighting and other eligible upgrades. I am working with Wattsaver to analysis our lighting needs and according to Eversource we may be eligible for additional incentives for upgrades/replacements to our HVAC mini splits in the apartments. CHFA has a "Matching Funds" grant program available that we can apply for to offset our contribution for the upgrades. I'll be submitting an application within the next couple of weeks once I have an answer regarding the mini splits.

6&7 Acre Parcels/Feasibility Study

There are no updates at this time regarding the feasibility study.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 19, 2020 MINUTES**

Solar Panels

On Monday, October 19th Marisa and I will be participating in a conference call with Jason Bowsza, our First Selectman and the Green Bank to discuss how the Housing Authority and the Town can benefit from a solar energy program that would be cost effective for both. As we have previously discussed, our plan is to install Solar Panels on the Community Hall and options to provide solar energy to our apartment buildings.

CHFA Covid 19 Resident Funds

The eighty-four \$30.00 gift cards to Dollar General that were purchased by the CHFA Covid 19 funding program will be delivered to the residents next week. Many of our residents rely on purchasing most of their food, personal and household items at Dollar General.

Projects:

Small Cites Grant /Tub to Shower Conversion.

A decision has been made to postpone the Tub to Shower conversion until spring. Due to the restrictions under the Covid 19 regulations, residents would need to be out of their apartment during construction and the estimated time frame to complete each conversion is 4-5 days. The residents would most likely use in the community hall during construction. Navigating the winter elements while traveling back and forth to their apartment would be difficult and unsafe. Some residents do not drive so they would need to walk and those with mobility issues would be using a wheelchair or walker. The plan is to re bid the project in the spring.

Annual Apartment Inspections

We are currently conducting our annual apartment inspections. There are no serious issues.

Vacancies

We are 100% occupied.

Respectfully Submitted,

Linda Collins, Executive Director