

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MAY 19, 2021 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners

A. Bowsza, D. Menard, and E. LeBorious were present. Commissioner L. Calsetta joined at 7:35pm.

Commissioner Menard made motion 2<sup>nd</sup> by Commissioner Bowsza to go out of order to #14 New Business A. Dime Bank Representative. All in favor – Motion passed

**14. NEW BUSINESS:**

A. Dime Bank Representative – Gerry Tavernier of Dime Bank spoke with the Commissioners about the services the bank could offer the housing authority. Commissioner LeBorious made motion, 2<sup>nd</sup> by Commissioner Bowsza to accept a mortgage offer from Dime Bank and to transfer the housing authority deposit accounts at the discretion of the Executive Director. All in favor – Motion passed.

Commissioner LeBorious made motion, 2<sup>nd</sup> by Commissioner Calsetta to go back in order.  
All in favor – motion passed.

**2. MEETING MINUTES:**

The minutes of the Regular Meeting of April 21, 2021 were reviewed by all Commissioners present. Commissioner Menard made motion, 2<sup>nd</sup> by Commissioner Bowsza to approve the minutes as presented. All in favor – Motion carried.

**3. ADDED AGENDA ITEMS** – Motion made and duly approved to add #12 Policies & Procedures policies #03-0011 & 04-0026T/E, and #14 New Business, Executive Director Salary Research.

**4. PUBLIC COMMENT** – None

**5. FEASIBILITY STUDY** – None

**6. COMMUNICATIONS** – None

**7. FINANCIAL REPORTS** – April 2021

**8. REPORT OF THE BOARD OF SELECTMEN** - None

**9. REPORT OF THE TENANT ASSOCIATION** – None

**10. REPORT OF THE RSC**

A. Quarterly Report - Hereto attached as Attachment A

B. Monthly Report – Hereto as Attachment B

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

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**12. POLICIES AND PROCEDURE –**

Executive Director Linda Collins presented policies 03-0011 Applicant Screening & #04-0026T/E Grounds for Rejection. She stated she would like to have both policies rescinded as they are addressed in policy #18-0003 Tenant Selection Policy.

Commissioner Calsetta made motion 2<sup>nd</sup> by Commissioner LeBoriosis to rescind policy #03-0011.

All in favor – motion passed.

Commissioner Calsetta made motion 2<sup>nd</sup> by Commissioner LeBoriosis to rescind policy #004-0026T/E.

All in favor – motion passed.

**13. UNFINISHED BUSINESS - None**

**14. NEW BUSINESS –**

B. Executive Director Salary Research – Commissioner Menard proposed to research current executive director salaries at comparable housing authorities and contracts for executive directors. She would like Assistant Director Marisa Prior to research this for the board. Commissioner LeBoriosis stated she would like the commissioners to think about a contract for the executive director position and the resident services coordinator position.

**15. PUBLIC COMMENT – None**

**16. SUGGESTION BOX – None**

**17. EXECUTIVE SESSION**

A. Pursuant to C.G.S. Sec. 1-200(6) (D) discussion of the selection or the lease, sale, or purchase of real estate.

Commissioner Menard made motion, 2<sup>nd</sup> by Commissioner Bowsza to go in to executive session at 8:12pm to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

All in favor – Motion passed

The Board came out of Executive Session at 8:35pm.

No decisions were made while in executive session.

**18. ADJOURNMENT**

Motion made and duly approved to adjourn at 8:40pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**Attachment A**

**QUARTERLY REPORT  
For 3<sup>rd</sup> Quarter Ending March 31, 2021  
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	91			91	
# 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	2			2	
# Transferred to Hospital	0			0	
# Deceased	3			3	
# No Longer Needing Services (permanently out)					
Total subtracted from A. above	86			86	
<b>Residents/Clients Remaining</b>	86			86	
<i>B. # of New Residents/Clients:</i>	0			0	
# Screened/Evaluated (Exhibit B) This Quarter	0			0	
# Requiring Services This Quarter	0			0	
Total New Residents/Clients added to A. above	0			0	
<b>Total # of New Residents/Clients (A &amp; B)</b>	86			86	
<i>C. Types of Services Referred or Provided</i>					
Homemaker	2			2	
Home Health Aide	1			1	
Community Meals (# of Meals on Wheels)	780			780	
Transportation Services (# of Dial-A-Ride)	93			93	
<b>Public Assistance Programs</b>					
SNAP Referrals	3			3	
DSS Ct Home Care Program	1			1	
Adult Day Care	0			0	
Assurance Wireless Safe Link phone	2			2	
Protective Services/Conservator	2			2	

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Substance Abuse Services	0			0
Mental Health Services/Support Group	1			1
Mediation/Facilitation Services	0			0
Economic Stimulus Assistance	7			7
Legal Services /Tax Assistance	2			2
Medicare/Health Insurance	6			6
Friendly Visitor/Companion	7			7
Health Screening/Social Services/Covid vaccine coordination (68)	74			74
File of Life Packet distribution	1			1
Money Management	1			1
Relocation Planning	0			0
Socialization/Recreation provided as listed below:				
East Windsor Community Wellness Association Mask and Water distribution	88			88
Social Distance Coffee Hour	12			12
Wellness Checks—by telephone	83			83
Rotary Club Mask Distribution	88			88
Farmers to Families Food Distribution (Lions/EWSS)	88			88
Creation, Publication & Distribution Monthly Calendar @ 84 units x 3 months	252			252
Distribution of Welcoming Packets	0			0

**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**

<b>Functions</b>	<i>Time Allocation - %</i>
Evaluating residents	12
Developing a case of file residents	10
Establishing linkages with service agencies	10
Referring residents to services	5
Providing direct service	25
Educating residents about rights, entitlement programs, etc.	20
Educating management staff	2
Staff and Board Meetings	3
Reporting Monthly	3
Mediation/Conflict Resolution	5
Other – Monthly Programs Calendar/Memos	5
<b>TOTAL</b>	<b>100%</b>

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**Attachment B**

**Resident Services Report  
East Windsor Housing Authority  
May 2021**

**Resident Activities:** *A socially distant coffee hour was held with three in attendance. Social distancing and masks were worn. On May 5<sup>th</sup> the first socially distanced BINGO with 13 in attendance occurred in the community hall with appropriate distancing and masks. Haircuts with Pam was available on May 11<sup>th</sup> with 4 residents signing up for haircuts.*

**Community Programs:** *Community programs at this time include: The Five Corner Cupboard for weekly food distribution, senior center Meals on Wheels with distribution day on Tuesday, Pauline's Stock Pot Kitchen with "grab and go meals" weekly on Friday beginning at 4p.m., and bimonthly Mobile Foodshare located at the St. Catherine's parking lot every other Friday of the month providing fresh produce. One Farms to Families food distribution was scheduled on April 15<sup>th</sup> at Park Hill with 35 residents signing up for the distribution. The Warehouse Point Library is hosting outdoor activities with on-line sign up. A calendar of events has been provided and assistance if needed to register on-line.*

**Upcoming Services and Future Events:** *May is National Older Americans Month with the theme being "Communities of Strength". Park Hill residents are being recognized and invited to share their memories during this special time. May is also National High Blood Pressure Awareness Month. Residents are encouraged to sign up with the resident services coordinator for blood pressure screenings. A presentation on the Do's and Don'ts of maintaining blood pressure will be given in later May for residents who wish to sign up. A cookout at the end of May will be hosted for Park Hill residents. Lastly, in the weeks ahead I will be connecting with residents to complete or update the File for Life. This is medical and contact information that is secured to the resident's refrigerator and is helpful for emergency medical providers in an acute emergency. I continue to check in on residents post their Covid vaccinations to monitor effects.*

**Services and Referrals:** *One referral has been made for Food Pantry assistance. Assistance was provided for acute food insecurity assistance. Continue to assist with DSS paperwork for application renewals. Working with residents and their insurance to understand benefits and arrange for insurance advocates. Updated Park Hill residents on oxygen and respiratory equipment for power related emergencies.*

*Continue to update residents on Economic Stimulus payments and assist with resident inquiries.*

*Communicating with First Choice Health Centers for information on arranging a mobile dental clinic for Park Hill Residents. Residents continue to reach out to me as a point of contact for information regarding their social service benefits and to communicate their well-being. Phone calls and home visits are routinely made to check in on residents and inquire of needs.*

*Respectfully Submitted,*

*Carolyn Kita, Resident Services Coordinator*

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**Attachment C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**May 2021**

**Management:**

We are beginning to have resident activities in the community hall with Covid 19 restrictions still being enforced. Masks must be worn and signing up for an activity is necessary so we can monitor the number of people in the community hall. We are also taking their temperature before they enter. On May 21<sup>st</sup> the staff will be hosting our annual resident cookout. We typically have it at the end of the summer, but this year we are all anxious to start socializing and have some fun after such a long time of isolation due to the pandemic.

I am hopeful that a draft of our audit will be available for discussion at our next Board meeting on May 19<sup>th</sup>. Our accountant has indicated that it is very close to being completed.

Our annual budget has been submitted to our CHFA Asset Manager for review.

Carolyn our Resident Services Coordinator has reached out to "First Choice Health Centers" to inquire about their mobile dental clinic. They provide basic dental such as cleanings, X-rays and fillings. The fees are based on income starting at \$25.00. I'll be reaching out to Melissa Maltese the Director of Community Services for East Windsor if the Senior Center would be interested in participating as well.

We recently had our bi annual smoke alarm inspection conducted by Johnson Controls. There were no issues. A copy of the report was forwarded to the East Windsor Fire Marshall.

**Other Matters:**

**6&7 Acre Parcels/Feasibility Study**

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

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**Projects:**

**Solar Panels**

The Green Bank is coordinating with the installer, Green Earth for a start date.

**Gazebos**

I am currently in the process of applying for the required permits to install the gazebos.

**Sewer line Repair**

John Holden the contractor who will be doing the repairs to the sewer lines between apartments #23 and #24 will be doing the work within the next couple of weeks.

**Tub to Shower Conversion – CDBG Funding**

Now that a contractor has been selected for this project, we will be able to begin scheduling a start date.

**Vacancies**

We have one vacancy and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director