

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 18, 2021 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

The minutes of the Regular Meeting of June 16, 2021 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 the following items to:

#10B RSC Year End Report, #10C RSC 4th Quarter Report, #14A CHFA 4th Quarter Report, #14B Hartford Foundation for Public Giving, #14C Acquisition of 13 Reservoir Rd.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –June 2021 & July 2021

8. REPORT OF THE BOARD OF SELECTMEN - None

9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, President of the Tenant Association.
Hereto attached as Attachment A

10. REPORT OF THE RSC

Hereto attached as Attachment B

B. RSC Year End Report - Hereto attached as Attachment C

C. RSC 4th Quarter Report - Hereto attached as Attachment D

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

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS –

A. CHFA 4th Quarter Report

Executive Director Linda Collins reviewed the report with commissioners.

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B. Hartford Foundation for Public Giving -

Commissioner Menard gave a brief description of what the foundation does and who is available to apply for a grant. The foundation has grants ranging from \$250.00 - \$10,000.00 and grant applications will be available in September. She stated several surrounding towns have already been awarded grants.

C. Purchase of Real Estate -

Commissioner Burnham confirmed the purchase of 13 Reservoir Rd. The closing was held on August 11th. It was discussed to have the electrical, furnace, plumbing, and septic serviced. Motion made and duly approved to authorize Linda to dispose of the items in the house.

15. PUBLIC COMMENT –

Maureen #30 stated that not only did the storm cost the authority money, but several residents lost TVs, phones, etc.

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:25pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

Tenant Association Meeting 7/29/2021

8 members in attendance

- Changes made to the By-Laws were outlined during the Directors Meeting.
- Current activities scheduled:
 - Bingo
 - WI Bowling
 - Card Night now every Friday
 - Chair exercises
- Maureen discussed the money in the checking account:
Only one signature card belongs to Sharlene Craft, per Maureen **Previti** and Pauline. Per Pauline she has the one signature card not Sharlene Craft. Discussion was held and determined two signatures are needed on the signature cards. Pauline and Maureen need to work together to resolve the signature card issue.
- Discussion was had with members of Tenant Association members in attendance concerning the money in the bank account at American Eagle bank.
Vote unanimous – To take all money out of the American Eagle account.
- One question was asked to Jeannie; Can Jason **Bowsza** come to one of our meetings?
Answer was yes, someone will contact Jason's office to set it up.

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Attachment B

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

Resident Activities:

The last scheduled coffee hour in July had three persons in attendance. A follow up monthly coffee hour is scheduled for August. Residents continued with their monthly BINGO on August 7th with eight in attendance. An ice cream social was held on July 16th with 15 in attendance. Residents attended the monthly tenant association meeting and the director's meeting on July 29th with seven in attendance. The next scheduled tenant association meeting is August 29th to coincide with the director's meeting. Monthly blood pressure screening has had four in attendance. Wii bowling has resumed in the community hall on Sunday afternoons as well as cards and game nights every Friday evening. Exercise in the community hall has resumed on Wednesday mornings. Haircuts with Pam scheduled on July 19th had 6 signed up. National Coloring Book Day was August 2nd, and a "Color and Sip" was hosted in the community room with 7 in attendance. Adult Coloring is a current trend with great benefits. Studies show coloring helps to reduce stress and anxiety, improve fine motor skills, and helps with sleep and focus. The residents enjoyed the event and asked if it could be hosted again. We will look into having it scheduled monthly.

Community Programs:

Community programs at this time include: The Five Corner Cupboard for twice monthly food distribution on Tuesdays (the pantry has reduced hours due to lower foot traffic and will continue to reassess their hours). Please note that due to the Families First Coronavirus Response Act there has been an increase in SNAP benefits with all households who get the maximum SNAP benefit receiving an additional \$95.00 in food assistance and in some cases the amount could be more than the \$95.00. SNAP recipients received the additional benefits on June 16th and again on July 23rd. There may be a correlation to increased SNAP benefits to the reduction in Food Pantry assistance. Meals on Wheels with distribution day on Tuesday continues. Congregate meals will begin again at the East Windsor Senior Center on August 23rd. Pauline's Stock Pot Kitchen is closed until re-opening in September. The Mobile Foodshare located at the St. Catherine's Church parking lot continues bi-weekly with the next dates being August 6th and 20th. Many residents have inquired and continue to utilize the certified Choices counselor at the senior center for Medicare and healthcare inquiry. Residents have been organizing their paperwork for Renter's Rebate. I offer assistance when needed to organize their paperwork before scheduling an appointment with East Windsor Social Services. Residents are aware of the Farmer's Market coupon booklets available at social services. Residents have been made aware of a medication drop box located at the East Windsor Police Department. A memo with information on how to dispose of medications properly was forwarded to residents. Healthy tips and information have been provided to all residents of the summer heat and humidity and to know the signs and symptoms of heat exhaustion and dehydration and providing reminders to notify healthcare providers if feeling unwell. Lastly, the HA is continuing to work with the Town of East Windsor to finalize documents to have the First-Choice Mobile Dental clinic available for residents for affordable and accessible dental care.

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Upcoming Services and Future Events:

During monthly coffee hours I continue to host a blood pressure screening. A blood pressure screening card is provided and blood pressure, pulse rate and oxygen levels are documented for residents to be able to report to their healthcare practitioners for continuity of care and medication management. Continue to meet with residents to complete the File of Life (medical and contact information for EMS providers). On September 10th a member of the East Windsor Ambulance Association will be coming to Park Hill to speak with residents and staff of the importance of the ambulance services and when and why the ambulance is called upon. September 20-24 is National Falls Awareness Week. The older adult population are at higher risk for falls and information will be provided to Park Hill Residents to recognize this awareness week. We will continue to host a welcome event for new residents to distribute welcome packets with community information. Additionally, organizers to assist in keeping the necessary documents needed for DSS paperwork, rent & energy assistance, rent recertification and other programs requiring the documents are being circulated to residents as it was recommended by the residents who have used them that it proves helpful. I will work on the request of making the organizers available to any resident who is in need.

Services and Referrals:

Continue to assist with DSS paperwork for application renewals, SNAP benefits, and questions associated with the Families First Coronavirus Response Act and additional SNAP income. Three residents have been assisted with DSS paperwork and two residents with SNAP inquiries. Assisted one resident with Medicare Advantage questions providing resources and contact information. Assisting with home care referrals for assistance with resident activities of daily living including bathing, meal preparation and housekeeping. Assistance with Safe Link and Assurance wireless federally funded phones. Assistance with resume writing and employment seeking was provided. A donation of face masks has been secured and distribution to residents will occur in the days ahead. Continue to call and visit residents to inquire of needs and services. 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.

Additionally, I have completed the application for the CHOICES team member/volunteer program to take the appropriate training to become a certified CHOICES counselor and am awaiting to hear of the selection process. Continue to seek out and attend Webinars that have importance to the residents of Park Hill. I will be attending the New England Resident Services Coordinator Webinar “Intro to Medicare and Social Security”.

Respectfully Submitted,
Carolyn Kita, Resident Services Coordinator

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Attachment C

QUARTERLY REPORT

**For 4th Quarter Ending June 30, 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		86			86
# 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		84			84
<i>Residents/Clients Remaining</i>		84			84
<i>B. # of New Residents/Clients:</i>		4			4
# Screened/Evaluated (Exhibit B) This Quarter		2			2
# Requiring Services This Quarter		1			1
Total New Residents/Clients added to A. above		4			4
<i>Total # of New Residents/Clients (A & B)</i>		88			88
<i>C. Types of Services Referred or Provided</i>					
Homemaker		3			3
Home Health Aide		2			2
Community Meals (# of Meals on Wheels)		740			740
Transportation Services (# of Dial-A-Ride)		107			107
Public Assistance Programs					
SNAP Referrals		3			3
DSS Ct Home Care Program		3			3
Adult Day Care		1			1
Assurance Wireless Safe Link phone		2			2

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Protective Services/Conservator	4			4
Substance Abuse Services	0			0
Mental Health Services/Support Group	5			5
Mediation/Facilitation Services	4			4
Economic Stimulus Assistance	2			2
Legal Services /Tax Assistance	0			0
Medicare/Health Insurance	6			6
Friendly Visitor/Companion	34			34
Health Screening/Social Services/Covid vaccine coordination (68)	18			18
File of Life Packet distribution	7			7
Money Management	2			2
Relocation Planning	0			0
Socialization/Recreation provided as listed below:				
East Windsor Community Wellness Association Equipment Request	2			2
Social Distance Coffee Hour	8			8
Wellness Checks—by telephone	55			55
Housing Authority Spring Picnic	45			45
Farmers to Families Food Distribution (Lions/EWSS)	63			63
Creation, Publication & Distribution Monthly Calendar @ 84 units x 3 months	252			252
Distribution of Welcoming Packets	9			9

Table 2 – RSC’s Allocation of Time by Functions

Functions	<i>Time Allocation - %</i>
Evaluating residents	15
Developing a case of file residents	5
Establishing linkages with service agencies	15
Referring residents to services	10
Providing direct service	30
Educating residents about rights, entitlement programs, etc.	10
Educating management staff	2
Staff and Board Meetings	2
Reporting Monthly	3
Mediation/Conflict Resolution	3
Other – Monthly Programs Calendar/Memos	5
TOTAL	100%

Submitted By: Carolyn Kita, Resident Services Coordinator

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Attachment D

**ANNUAL RSC REPORT
Year Ending June 30, 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	F
Type of Activities	1st qtr.	2nd qtr.	3rd qtr.	4th qtr.	Total	
A. # Residents Reported at End of Last Quarter	87	88	91	86		
# Transferred to Congregate Housing	0	0	0	0	0	
# Transferred to Assisted Living	0	0	0	0	0	
# Transferred to Nursing Home	0	0	0	0	0	
# Transferred to Hospice	0	0	0	0	0	
# Transferred to Other	0	2	2	0	4	
# Transferred to Hospital	0	0	0	0	0	
# Deceased	0	1	3	0	4	
# No Longer Needing Services (permanently out)	2	3	0	2	7	
Total subtracted from A. above	2	5	5	2	14	
Residents/Clients Remaining	85	85	86	84		
B. # of New Residents/Clients:	3	6	0	4	13	
# Screened/Evaluated (Exhibit B) This Quarter	3	6	0	2	11	
# Requiring Services This Quarter	3	6	0	1	10	
Total New Residents/Clients added to A. above	3	6	0	4	13	
Total # of New Residents/Clients (A & B)	88	91	86	88		
C. Types of Services Referred or Provided						
Homemaker	1	1	2	3	7	
Home Health Aide	1	1	1	2	5	
Community Meals (# of Meals on Wheels)	268	225	780	740	2013	
Transportation Services (# of Dial-A-Ride)	240	99	93	107	539	
Public Assistance Programs:						
SNAP Referrals	3	3	3	3	12	
DSS Ct Home Care Program	1	0	1	3	5	
Adult Day Care	0	0	0	1	1	

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Assurance Wireless Safe Link phone	1	0	2	2	5
Protective Services/Conservator	1	1	2	4	8
Substance Abuse Services	0	0	0	0	0
Mental Health Services/Support Group	2	0	1	5	8
Mediation/Facilitation Services	0	0	0	4	4
Legal Services	1	0	1	0	2
Medicare/Health Insurance	17	10	6	6	39
Economic Stimulus Assistance	NA	NA	7	2	9
Friendly Visitor/Companion	0	15	7	34	56
Health Screening	1	1	6	18	26
Covid Vaccine Coordination	NA	NA	68	0	68
File of Life Packet distribution	3	3	6	7	19
Money Management	1	1	1	2	5
Relocation Planning	1	0	0	0	1
Socialization/Recreation provided as listed below:					
Pizza Luncheon with Staff 8/13, 8/20, 8/27	30	NA	NA	NA	30
Outside Dance Party on 8/21 with DJ James Roberson	6	NA	NA	NA	6
Carve a Pumpkin Day	NA	5	NA	NA	5
Holiday Thanksgiving Meal Distribution Catered Thanksgiving Meal Delivered to Each Resident	NA	91	NA	NA	91
Gift Card & Mask Distribution \$30 Dollar General Gift Card & Mask Delivered to Each Household	NA	84	NA	NA	84
Holiday Cookie & Card Distribution	NA	84	NA	NA	84
Wellness Checks – In-home visits and phone check ins	12	43	83	55	193
East Windsor Community Wellness Association Mask & Water Distribution	NA	NA	88	NA	88
Social Distance Coffee Hour	NA	NA	12	8	20
Housing Authority Spring Picnic and \$24 Dollar General Gift Card	NA	NA	NA	45	45
Rotary Club Mask Distribution	NA	NA	88	NA	88
Farmers to Families Food Distribution Lions/EWSS	NA	NA	88	63	151
East Windsor Community Wellness Association Equipment Request	NA	NA	NA	2	2
Creation, Publication & Distribution Monthly Calendar	252	252	252	252	1008
Distribution of Welcoming Packets					

Table 2 – RSC’s Allocation of Time by Functions

Functions	<i>Time Allocation - %</i>				
Evaluating residents	20	15	12	15	
Developing a case of file residents	15	20	10	5	
Establishing linkages with service agencies	5	5	10	15	
Referring residents to services	20	10	5	10	
Providing direct service	5	10	25	30	

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Educating residents about rights, entitlement programs, etc.	25	15	20	10	
Educating management staff	0	0	2	2	
Staff and Board Meetings	0	5	3	2	
Reporting	5	5	3	3	
Mediation/Conflict Resolution	0	10	5	3	
Other – Monthly Programs Calendar	5	5	5	5	
TOTAL	100%	100%	100%	100%	

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Attachment E

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

August 2021

Management:

Beginning Wednesday, August 18th, we will be requiring anyone entering the community hall to wear a mask due to the new Covid 19 variant and the increase of the number of Covid cases. The First Selectman has issued a mandate that everyone entering a municipal building in East Windsor must wear a mask. Since we are a quasi-municipal building, we typically follow the same guidelines.

Jason Bowsza, First Selectman signed the contract for mobile dental services through the First Choice Health Centers. I will be signing the contract as well and returning it to the clinic along with a copy of our liability and workers compensation insurance. We can then take the next steps and reach out to our residents to inform them of the services that will be offered through the clinic. Melissa Maltese, the Director of community services will be doing the same with other East Windsor Seniors.

As a follow up to our OSHA inspection on April 20th, I had a conference call on Monday July 26th with the two OSHA inspectors who conducted the inspection to discuss the report that they issued addressing their findings. They inspected the community hall and maintenance shop and found a few violations for example, the maintenance shop had extension cords instead of adding additional plugs, there was not a three - foot clearance in front of the electrical panel and the wheel on the grinding machine had too much clearance making it a safety issue. The findings were corrected. On Wednesday August 16th, a representative from OSHA's compliance division will be coming to Park Hill to assist with developing a manual "Hazard Communication Program" which lists chemicals used within the workplace such as oils, fuels, lubricant, paints and cleaners etc. Due to the violations, we were issued a \$700 fine. However, as I explained to the inspectors during our conference call, I thought this was excessive since we never had an OSHA inspection and were not aware of their expectations. They lowered the fine to \$350.

Many thanks to a local Girl Scout troop for donating their time to plant several perennials around the community hall which were donated to the girl scouts by the Garden Club. They did a wonderful job and they certainly will be enjoyed by many now and in the future.

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Other Matters:

6&7 Acre Parcels/Feasibility Study

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

Storm Related Issues

As I mentioned in my report last month, a lightning storm damaged caused significant damage to our well water and fire alarm systems. An insurance claim was submitted and is currently being reviewed.

On Saturday morning August 7th, level two and three lost power due to a damaged underground cable. It could have been caused by the recent lightning storm. Eversource was very responsive and installed three generators that serviced both levels. Though the community hall had power, the generators allowed the residents to remain in their apartments. The repairs were completed by Saturday night and the generators were removed at the same time.

Projects:

Solar Panels

Green Earth is applying for the required permits to install the panels.

Gazebos

The contractor is waiting for the building permit to be approved. He submitted the application on August 3rd and the building department has thirty days to respond.

Tub to Shower Conversion – CDBG Funding

A meeting was held last week with the contractor and the architect to discuss the start date for this project. Unfortunately, there is still a back order on the shower surrounds. It is anticipated that the project will begin in late September or early October. I continue to be diligent with providing the residents with updates.

Vacancies

We have one vacancy and three pending move outs.

Respectfully Submitted, Linda Collins, Executive Director