

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 16, 2022 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 6:30 p.m. by Chairman J. Burnham, Commissioners M. Simmons and L. Calsetta were present. Commissioner A. Bowsza was present on zoom. We had Scott and Sharon Tripp as visitors.

2. MEETING MINUTES:

The minutes of the Regular Meeting of December 15, 2021 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to approve the minutes as presented. Commissioner Simmons abstained. All in favor – Motion carried.

3. ADDED AGENDA ITEMS - Motion made and duly approved to add Vehicle Purchase to New Business as item A, Tree Removal as item B, and 13 Reservoir Ave as item A to Old Business.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS – January 2022

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Pres. of the Tenant Association

Jeanne report they had a very short meeting. The association decided to continue to hold social hour once a month.

10. REPORT OF THE RSC

Hereto attached as Attachment A

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

Hereto attached as Attachment B – Linda discussed the tub to shower conversions are underway. One resident is too ill to have the project done so we have an extra shower unit. She would like to have one of the bathrooms in the community hall converted so we can install the shower unit. The project would be covered under the grant. Commissioner Simmons made motion, 2nd by Commissioner Calsetta to approve adding a shower to the community hall.

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS –

A. 13 Reservoir Ave. – Commissioner Burnham stated that since the house was not selling it would be rented. The tenant would be responsible for utilities and maintenance of the yard. We would share the barn with the tenant.

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14. NEW BUSINESS –

A. Vehicle Purchase: Commissioner Burnham stated it is time to replace the maintenance truck. He would like Linda to look into prices of trucks with a plow and a utility bed.

B. Tree Removal – Commissioner Burnham stated the trees that line the parking spaces across front the community hall give shade and hinder the melting of the snow. He would like to have them removed. Commissioner Simmons made motion, 2nd by Commissioner Calsetta to authorize Linda to spend up to \$5000.00 to cut the trees down. All in favor –Motion carried.

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION – None

18. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:05 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

**Resident Services Report
East Windsor Housing Authority
February 2022**

Resident Activities: We continue to offer monthly coffee hour. There were no attendees since the last report. There were no attendees for the blood pressure clinic, but two residents inquired for physician request. The monthly color and sip did not have any attendees. The resident council continues monthly coffee hour and BINGO twice monthly, informal exercise classes independently organized by residents, board games on Friday evenings and WII bowling on Sunday's. There is a regularly scheduled tenant association meeting and director's meeting monthly.

Community Programs: Community programs at this time include: The Five Corner Cupboard for twice monthly food distribution on Tuesdays, Meals on Wheels, congregate meals at the East Windsor Senior Center, and Pauline's Stock Pot Kitchen at the Wesley United Methodist Church open every Friday afternoon. The Mobile Foodshare located at the St. Catherine's Church parking lot continues bi-monthly distribution on Friday's from 1:00-1:30 for fresh produce. It also should be noted that The Five Corner Cupboard assists residents during emergent food insecurity and also provides non-perishable items to keep on site for emergencies at the Housing Authority. Big Y offers their Living Well & Eating Smart virtual calendar. It is posted on my information board and I can assist residents in registering for programs if they are interested. The mobile dental clinic supported by the First Choice Healthcare Center arrived for February 14th and 15th. Approximately 14 residents participated. I had followed up with the senior center as the program was made available to the general public as well, but there was no interest reported at this time. Overall, the program went smoothly. The Mobile Clinic typically visits schools. There were some learning curves we overcame—relevant to older adults, and adult medications and diagnosis that would pertain to adult dental care that is not customary in children. Overall, we navigated the hiccups. The residents expressed positive feedback of the service. I worked with Kat, the scheduler, for several weeks organizing the paperwork for health histories, insurance and care. If interest continues for the mobile clinic, I will work with Kat to schedule another visit at the start of September just before school is in full swing. The hygienists' typically follow the school year schedule and have summers off. A March and September time frame would work well if it is decided to keep the mobile dental clinic as a routine service at Park Hill. Also, Covid test kits and masks received from the town's distribution are still available to residents upon request. Lastly, I spoke with the North Central Health Department and they assured me that residents who are homebound and need a booster can be accommodated by calling 860-745-0383 and a nurse can be scheduled for a booster vaccination visit.

Upcoming Services and Future Events: Continue to communicate information regarding Covid vaccines and boosters and assist with scheduling appointments when requested. We are looking to reschedule the SNAP-ed program for March (National Nutrition Month) or April, based upon the nutritionist's availability. Once we are able to host the program, its focus will be on multiple health diagnosis and nutrition through SNAP education. February is National Canned Food Month and we are hosting a "Pros/Cons" of Canned Food Bingo at the end

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of February as a fun educational time. In the future I would like to organize a presentation for those who are on a Medicare “spend-down”. Many do not know how the spend down works and are not maximizing the benefits of the program.

Services and Referrals: Continue to assist with Department of Social Services (DSS) paperwork for application renewals, SNAP benefits (applications and renewals), Medicaid applications, questions, and creating the My Account for DSS paperwork on-line. Four residents have created on-line “My Accounts” along with getting the DSS app to their phone. With instruction these residents have learned how to use their phone app to access and review DSS paperwork. It has been a helpful tool. Again, this will make it easier with homebound residents to help them view and process documents. Residents have requested assistance with organizing their paperwork for both energy assistance and rent recertification. For many, organizing paperwork is an overwhelming task and can take a great deal of time organizing the documents or making the calls to the various agencies that they need documents from or to replace documents (such as SS letters, bank statements, pension 1099’s) There has been a heavy focus on technology assistance. Cell phones can be difficult to navigate the new technology and can become frustrating for those whose fine motor skills are limited. Stylus pens have become a good resource for residents with fine motor skill challenges to help with dialing and texting. At times it can be simple adjustments in volume or brightness that the resident needs assist with and it can become frustrating when it cannot be fixed. Residents come to my office seeking assistance for a variety of tasks. This month there was assistance with learning to navigate the court system on-line. This took many calls to the Hartford court clerk’s office to navigate documents and scheduling. I continue to assist with insurance needs, guidance of the Medicare Savings Plan with QMB benefits, and phone calls to various agencies when residents have questions. I continue to call residents on a routine basis, with residents reaching out to me as a point of contact for information regarding their social service benefits and communicating their well-being. Community information is passed along to residents regularly via memo and the community board posted outside of my office.

I continue to search out pertinent information from federal and state offices and non-profit agencies advocating for older adults and adults with disabilities. On January 27th I participated in a USAging Webinar titled Developing Opportunities to Help Older Adults Stay Engaged. There was helpful information on how to keep our residents active and engaged in activities with a large focus on technology including iN2L (It’s Never 2 Late to Learn technology), a special program that is worth researching for elder technology. Additionally, I participated in National Center on Law and Elder Rights Webinar on February 9th focusing on disaster preparedness and older adults. Again, there was a large focus on technology support and preparedness. I also continue to follow postings of the Connecticut Department of Public Health and the Connecticut Nurse’s Association for updates.

Respectfully Submitted,
Carolyn Kita, Resident Services Coordinator

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

February

2022

Management:

On Monday February 14th and Tuesday February 15th, a mobile dental clinic from First Choice Health Centers will be at Park Hill to provide cleanings, exams and X-rays. Twelve of our residents have signed up for the clinic. Should any of our residents require additional dental work, they will be referred to one of the local clinics.

We continue to implement a mask mandate for our community hall. Residents are wearing masks and respecting social distancing when they have an activity in the community room.

The annual recertification process is underway. Every year the residents are required to meet with management to verify their income and assets to determine if there will be an increase or decrease in their rent effective July 1st 2022 our new fiscal year. Other information is also reviewed at this time such as personal and emergency contacts.

A presentation on nutrition for our Park Hill residents was originally scheduled in January by the UConn SNAP ED program. Due to Covid concerns this presentation had been delayed. We are hopeful that it can be rescheduled in the near future.

Other Matters:

13 Reservoir Ave.

The house has been rented as of February 1st. As with all of our applicants and new occupants our tenant selection policy was followed.

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6&7 Acre Parcels/Feasibility Study

I mentioned in my report last month that I had planned on asking Dave Holmes the architect who has been working with us on the development of the 6&7 acres to attend our Board meeting in February to review the feasibility study and discuss the next steps. I decided to postpone his visit until we have a full Board and our new commissioners can benefit from a full review of the feasibility study.

Applying for 501 C 3 Status

I am anticipating a response from Barbara McGrath Director of the CT Urban League Initiative to continue our discussion on the application process for a nonprofit entity for the Housing Authority. I have forwarded to her a proposed name for the nonprofit, a mission statement for her review. I am currently working on a three-year budget which is the next step.

Projects:

Tub to Shower Conversion – CDBG Funding

The conversion of 50 tubs to showers which began in November 2022 is winding down. In total 49 of the anticipated 50 will be completed. One of the scheduled units to be converted will not be completed due to health issues that the resident is experiencing. Punch lists have been done on the completed bathrooms. There have been some minor issues.

Vacancies

We have three vacancies and three pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director