

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN  
16 ARMISTICE STREET, NEW BRITAIN, CT 06053

BOARD OF COMMISSIONERS

REGULAR MEETING

Oval Grove Community Center  
12 Dobek Rd  
New Britain, CT

December 19, 2018  
6:00 p.m.

The Board of Commissioners of the Housing Authority of the City of New Britain held a regular scheduled meeting on November 21, 2018, at Oval Grove Community Center, 12 Dobek Road, New Britain, CT.

Present:

Vice-Chair Arelis Kinard  
Commissioner Peter Steele  
Commissioner Stanford Lebby

Absent:

Chairman, Jason Gibson  
Commissioner Frank Marrocco

Also present:

John T. Hamilton, Executive Director  
Frederick Gerena, Finance Manager  
Dave Morneault, Director of Operations  
Felipe Mireles, Property Manager  
Damien Allen, Property Manager  
Ken House, ROSS Coordinator  
Loo Dahlke, General Counsel

Vice Chair Kinard opened the meeting and called for roll call at 6:03 p.m. Declaring a quorum present he opened the floor for public participation.

APPROVAL OF MINUTES Vice-Chair Kinard called for a motion to approve the minutes for November 21, 2018, Regular Meeting. Moved by Commissioner Lebby, Seconded by Commissioner Steele. Motion carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S & FINANCE EXPENDITURES REPORTS:

Vice Chair Kinard called for a motion to approve the Executive Director's and Finance Expenditures Report for November 2018. Moved by Commissioner Lebby, Seconded by Commissioner Steele. Motion carried.

## JOHN REPORTED:

- Contract negotiations have started for the 1186 contract with the union. We are scheduled to continue in the New Year with our second.
- Tenmast; Came up with a very direct strategy to start working on some of the issues that have been identified in the past and catching the issues as they are happening and reporting it directly to Tenmast by passing the ticket processes. We have also confirmed everyone is registered with Tenmast University which is another tool useful for training staff.
- Held a staff meeting, continuing to build up the staff, increase moral and move forward. Held open enrollment for health insurance offering this year My Medical Shopper app at the cost of the Authority to help in securing quality healthcare and save money. Spot light award winner for November was Eric Montanile from the FSS program - Who it turns out was also featured the other day in the newspaper for his efforts with working with Toys for Tots program. We were also able to continue to serve our resident with the Turkey give away with residents that signed up.
- Center of Excellence; We have a strong possibility for a program to come in at a temporary basis; beginning January 7, 2019 New Britain EMS; providing EMT training with a pathway for employment, paramedic and heart associates course which will be available to our resident as well.
- Peter Steele asked; with all the issues we've had with the Housing Choice Voucher; what does PIC stand for? John respond that PIC is the reporting system that HUD uses to gather the information regarding; tenants, rents etc. Peter shared his issue that we always scored well on it; yet we got a real bad report. John responded by saying that the report that we got ding on has allot more to do with our process, quality of our files, some procedure issues.
- Commissioner Steele has if there are any issues with the 1186 contract negotiations; John confirmed there are no issue with the Union at this time but Lisa is involved in the negotiations.
- Commissioner Steele also asked regarding Tenmast "Active" plan and is it at no cost to us? John responded by yes; there is no cost because we are still gathering the issues and as they separate the issue we begin to separate the issues and determine if there is a cost associated with fixing the issue. Right now it's just gathering the information. John agreed with Commissioner Steel that there should be no cost associated with the fix if it's a Tenmast program, issue, but we did have some issue with the migration of information that we are currently fixing as well. Vice- Chair Kinard mentioned a concerned that by eliminating Tenmast ticket process we may fall short with human error and not having these issues resolved because they are not being tracked through a ticket process.
- Commissioner Steele asked when we will post for the current vacant positions in the Admissions department; John responded that the two position have been posted internally
- NOFA; Commissioner Steele asked what does it mean. Attorney Dahlke responded it stands for 'Notice of Funding Availability', which notified us of the grant.

- Commissioner Steel asked regarding the security camera issues. Operations reported that the camera issue is 100% resolved, Dave Morneault, Director of Operations confirmed that all the issue have been resolved.

#### UNFINISHED BUSINESS:

- Security issues at the elderly housing: John responded: We have been progressing with our partnership with the police department. We are continuing to encourage that tenants communicate their concerns and stay involved so that we can continue to follow up. We are also looking into other options for security during peak times. Vice Chair asked how John how soon he thinks he will be implementing those options. John responded, hopefully by the beginning on the year. Commissioner Lebby commented that the tenants have been very active in communicating with the Authority and reporting safety issues.
- Board of Commissioners revised meeting schedule to include August 21, 2019 meeting.

#### NEW BUSINESS:

- Motion to approve Resolution #18-021; Approving an extension of the contract agreement with Loo Dahlke, Pacacha Law, LLC as General Counsel to the Housing Authority of the City of New Britain for the period of May 1, 2018 through April 30, 2019. Commissioner Steele motioned to table. Seconded by Commissioner Lebby. Executive Director to respond in writing to Commissioner Steele request to table. Motion carried.
- Motion to approve Resolution # 18-022; Authorize the submission of the 2019 Project Based Federal Low Rent Operating Budget. Moved by Commissioner Lebby, seconded by Commissioner Steele. Motion carried.
- Motion to approve Resolution #18-023; Authorize the Executive Director to dispose of inoperable vehicle 1995 Ford E-150 Van VIN # 1FTEE14YOSHB68643 in accordance with the Housing Authority of the City of New Britain Disposition Policy. Moved by Commissioner Lebby, seconded by Commissioner Steele. Motion carried
- Motion to approve Resolution #18-024; authorize the Executive Director to establish Section 8 Housing Choice Voucher Program Payment Standard at 100% of HUD's 2019 Fair Market Rent Standards to be effective January 1, 2019. Moved by Commissioner Lebby, seconded by Commissioner Steele. Motion carried.
- Motion to approve Resolution #18-025; authorize the Executive Director to approve the Flat Rent Rate for Federally Subsidized Housing effective January 1, 2019. Moved by Commissioner Lebby, seconded by Commissioner Steele. Motion carried.
- Motion to approve Resolution #18-026; authorize the Executive Director to enter into a contract agreement with Imagineers LLC to oversee the Housing Choice Voucher Program. Moved by Commissioner Lebby, seconded by Commissioner Steele. Motion carried.

ADJOURNMENT: There being no further items for discussion, Vice Chair Kinard called for a motion to adjourn at 6:46 p.m. Moved by Commissioner Lebby, and Seconded by Commissioner Steele. Motion carried.

Date: \_\_\_\_\_

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John T. Hamilton, Executive Director