

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

BOARD OF COMMISSIONERS

REGULAR MEETING

Jane Johnson – Community Center Mt. Pleasant
18 Armistice Street, New Britain, CT 06053

February 20, 2019 @ 6:00 p.m.

The Board of Commissioners of the Housing Authority of the City of New Britain held a regular scheduled meeting on January 16, 2019, at the Jane Johnson Community Center, Mt. Pleasant, 18 Armistice Street, New Britain, CT.

Present:

Chairman Jason O. Gibson
Vice-Chair Arelis Kinard
Commissioner Peter Steele

Also present:

Executive Director John T. Hamilton
Property Manager Felipe Mireles,
Property Manager Damien Allen
General Counsel Loo Dahlke

Chairman Gibson opened the meeting and called for roll call at 6:07 p.m. Declaring a quorum present he opened the floor for public participation.

APPROVAL OF MINUTES Chair Gibson called for a motion to approve the minutes for January 23, 2018, Regular Meeting. Moved by Vice Chair Kinard, Seconded by Commissioner Steele. Motion carried.

ACCEPTANCE OF EXECUTIVE DIRECTOR'S & FINANCE EXPENDITURES REPORTS:
Chair Gibson called for a motion to approve the Executive Director's and Finance Expenditures Report for January 2019. Moved by Commissioner Steele, Seconded by Vice-Chair Kinard. Motion carried.

EXECUTIVE DIRECTOR REPORT:

- Security update; John mention the security concern our tenants have particularly at the Graham. There have been several meetings, one most recently with Police Deputy Chief and the Captain to discuss new strategies. The Deputy Chief mentioned one of their concerns is that tenants are not calling in the incidents but are complaining to the NBHA. One idea that the Chief liked was placing pictures of people in the glass case who violate the no trespassing policy in the glass case. Residents can get used to seeing their faces and know that these people are not allowed in the building.
- Discussed his meeting with the Mayor of New Britain: Reestablished a commitment to dialogue, support and partnership between the city of New Britain and the NBHA.
- John reported that Imagineers is in place in our Admissions Department. They had several meetings with staff to encourage them and communicate all the changes that are coming.
- Working Wheels program is a program from Nutmeg Credit Union to benefit residents of NBHA. The program will provide auto loans for reliable vehicles to low income families who otherwise might not qualify.
- Nutmeg Credit Union: We held a preliminary meeting regarding programs they will be offering that will benefit the residents, including financial literacy and assisting residents to get into vehicle. We are trying to expand our partnership with New Britain agencies to work in conjunction with our FSS and Ross Programs.
- John reported that he will be meeting with Empire Motors to get some renewed clarity as to who is authorized to report an illegally parked vehicle and what our expectation are moving forward.
- Spotlight award for the month of January went to Annie Raia in our Finance Department. She is a very dedicated staff member. We have also begun the process of annual employee evaluations and have launched a new segment were staff will now evaluate their supervisors in an effort to understand the needs of our employees and to continue to boost morale.

JENNIFER GOTTLIEB-ELAZHARI OF HUD:

Public Housing Director at the HUD Hartford Field Office.

Ms. Gottlieb-Elazhari stated the purpose of her visit was to make herself available for questions regarding the HUD report that was given to the NBHA in November 2018. She reported that the Executive Director the Board hired is a very willing and cooperative partner. She also reported, having met with Commissioner Steele and most recently Vice Chair Kinard, that the Board is very responsive. She stated that the issues in the report have already been aggressively dealt with. Ms. Gottlieb-Elazhari also mentioned a training for commissioners called Lead the Way and recommended that all members attend.

Ms. Gottlieb-Elazhari reported that HUD was most concerned with the voucher program. Prior to arriving onsite, they had received reports of issues within the program and upon arrival saw that things were worse than they thought. The good news is that because John and the Board are so positive in wanting to solve the problems, HUD's request to hire a 3rd party to manage the Section 8 voucher program has been complied with. She confirmed we hired a very good company and feels we are in good hand and on the right path.

This HUD report will be resolved in what is called a *corrective action plan*. Many things that will be listed in the action plan will be bullets of items HUD would like NBHA to do as tasks. Benchmark goals will then be set, followed by regular meetings. NBHA will be asked to make submission on a regular basis so that HUD can track that we are on the right track.

Ms. Gottlieb-Elazhari also suggested we need a better contract register than what is reported on our Board report monthly. We should really be seeing more of a financial timeline and the Executive Director should have better materials to review. She also acknowledged that we have a new Finance Manager and she has been proactive in requesting he get additional training and possibly a fee accountant - just another aspect to HUD's role to advise and make sure it's followed through.

Ms. Gottlieb-Elazhari also noted that there are some good things to report about NBHA: it has a good rent collection record and occupancy rates. She stated that this is really important and that NBHA can be used as a model for other housing authorities.

Ms. Gottlieb-Elazhari discussed meeting with the Mayor to get a better understanding of what the City's plans are as it relates to housing. Regarding the Education Building, she stated she understands that our Executive Director was very busy his first year organizing and restructuring the housing authority and its employees, and agrees you have to take care of "home" first. She also mentioned she will work with NBHA in finding a solution to fill the spaces at least on a temporary basis so that we can attract the right tenants that will serve and benefit our tenants.

UNFINISHED BUSINESS:

- None

NEW BUSINESS:

- Motion to approve Resolution #19-004; to approve the Executive Director to enter into a memorandum of understanding with Coalition for New Britain's Youth.
Moved by Commissioner Steele. Seconded by Vice Chair Kinard. Motion carried.
- Motion to approve Resolution #19-005; to approve an extension of the contract agreement with Empire Motors, Inc. to perform 24 hour towing services for all Authority designated properties (resolution 15-015) for the period of March 1, 2019 through August 31, 2019.
Moved by Vice Chair Kinard. Seconded by Commissioner Steele. Motion carried.

ADJOURNMENT: There being no further items for discussion, Chairman Gibson called for a motion to adjourn at 6:56p.m. Moved by Vice Chair Kinard. Seconded by Commissioner Steele. Motion carried.

Date: _____

John T. Hamilton, Executive Director