

HOUSING AUTHORITY CITY OF DERBY
101 West Fourth Street
P.O. Box 843 Derby, CT 06418
(203)735-6652 Telephone
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Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident Commissioner

Derby Housing Authority Meeting Minutes June 6, 2019

The Derby Housing Authority meeting was called to order at 6:30 pm by Ms. Fusco and was followed by the Pledge of Allegiance.

Roll Call

Present: Linda Fusco, Chairperson, Adam Pacheco, Vice-Chairperson, Robert Lisi, Treasurer, Michael Mazzola, Resident Commission.

Also Present: Ellen Oczkowski, Robert Henderson

Absent: Kathleen Ducharme, Secretary

Approval of Minutes – Meeting for May 2, 2019

A motion to accept the minutes of May 2, 2019 meeting was made by Mr. Lisi and seconded by Mr. Mazzola. Motion Carried.

Additions, Deletions, Corrections

Ms. Fusco explained there needs to be discussion for an RFP for an auditor and should be added to the agenda under section 8b. A motion was made by Mr. Mazzola, to add the RFP for an auditor under Section 8 b. of the agenda, and was seconded by Mr. Pacheco.

Public Portion

No one spoke from the public.

Old Business:

a. Discussion and Status of all Grants:

- 1.) No word on opening of SSHP- Ms. Fusco said there was still no word on opening of SSHP but she did hear that people who were awarded funds last year still haven't received their money.
- 2.) Critical Needs: waiting to hear from Ian Tink- Ms. Fusco explained that she has made several attempts to contact Mr. Tink and has not received any contact back. Ms. Fusco will contact Tom, but ultimately the need is for a responsive consultant, and in the meantime Ms. Fusco will continue to contact Mr. Tink and will report back to the board at next months meeting.
- 3.) Should hear on Small Cities Grant @ end of July 2019: There was discussion regarding the Small Cities Grant but will continue to wait to hear the status of the grant until the end of July.

b. Opening of Section 8 Waiting List:

Robert Henderson announced that the Derby Housing Authorities has a live website, www.derbyhousing.com. The website will make it easier to handle applications for the Section 8 Waiting List. Ellen and Robert have training tomorrow and they will be contacting the Derby City Hall to have a link added to the cities website.

c. Should hear on Small Cities Grant at end of 7/19:

Mr. Lisi discussed with the board some questions that he and Ms. Ducharme had that needed board input for the Personnel Policy. Attorney Mark Sommaruga addressed the board regarding the questions that needed more legal input. There was a lengthy discussion with Attorney Sommaruga about different sections of the Personnel Policy and it was agreed that Attorney Somaruga would fill in the gaps to the policy if he can be forwarded a word document of the policy. He will also provide the DHA Board with some sample policies that can be made to fit the needs of the DHA.

New Business

- a. Ellen Oczkowski: Discussion and possible action of her request to buy out four weeks of her carried over vacation time;

Ms. Fusco discussed with the board that there was an audit done by Patrick Buell, he has done the audits for many years, he wanted a contract to begin a new audit because the end of the fiscal year was 3/31/19. Ms. Fusco explained that he generally begins the audits in the Fall. Patrick charges over \$8,000 per audit which is over the DHA's procurement policy, because of our procurement policy, it seemed time to put out an RFP. Mr. Pacheco asked about deadlines regarding the audit. Ms. Fusco said she would bring the bids to the board before the September DHA meeting due to the Fall audit deadlines.

There was a lengthy discussion about Ellen Oczkowski's request to buy out four weeks of her carried over vacation time.

A motion made by Ms. Fusco, to allow Ellen Oczkowski to cash out 4 weeks vacation, this one time, pending the adaptation of a personnel policy that will deal with this situation going forward. Mr. Pacheco seconded the motion. Motion Carried.

Subsidized Housing Coordinator' Report

Ellen read the Subsidized Housing Coordinator Report into record.

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Commissioner

SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF APRIL, 2019

STATE ELDERLY SITES

STYGAR TERRACE

No Vacancies

Resident Concerns:

CICIA MANOR

No Vacancies

Resident Concerns:

LAKEVIEW APARTMENT

No Vacancies

Resident Concerns

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

SECTION 8 PROGRAM

1. Landlord checks for the month of May, 2019 will be processed and mailed on May 1, 2019.
2. Paid vouchers and bills are available for review.
3. PIC Reporting is currently at 97.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Lisi and seconded by Mr. Pacheco. Motion Carried. The meeting was adjourned at 7:44 pm.

Respectfully submitted,



Meg Martins
Recording Secretary

** These minutes are subject to the approval of the Derby Housing Authority at their next schedule meeting.