

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

2019 APR 3 AM 10:06

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## Derby Housing Authority Meeting Minutes April 4, 2019

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

### Roll Call

**Present:** Adam Pacheco, Vice-Chairperson, Robert Lisi, Treasurer, Kathleen Ducharme, Secretary, Michael Mazzola, Resident Commission.

**Also Present:** Ellen Oczkowski, Robert Henderson

**Absent:** Linda Fusco, Chairperson

### **Approval of Minutes** – Meeting for March 7, 2019

A motion to approve the minutes of the March 7, 2019 meeting was made by Ms. Ducharme and seconded by Mr. Mazzola. Motion Carried.

### Additions, Deletions, Corrections

There were none.

### Public Portion

No one from the public spoke.

### Old Business:

Discussion of Status of all Grants:

Mr. Pacheco said he met with State Representative Kara Rochelle at the CiCia Manor site, she wanted to see the site. Mr. Pacheco explained that other state reps in the past have come out as well to support of the grants related to the DHA. Mr. Henderson also commented that he spoke with Rhonda Caldwell regarding the grants and funding timelines. Mr. Henderson added that the state was behind in giving out the funds for these grants and would have to wait on the governor for the release of the funds for grant projects.

### Opening Section 8 Waiting List:

Mr. Henderson explained that he has been dealing with Happy Software and they have not been responsive over the last few months but recently have been in contact and have been moving along. They also dropped the price of approximately \$4,300 to \$3,300 and need the contract and signatures to start the training. Mr. Henderson advised that in late April postings in the paper will begin and that he and Ellen would be receiving the training.

### Update on site visit by Rhonda Caldwell March 4, 2019:

Ellen Oczkowski discussed Rhonda Caldwell's site visit with the board. Ellen said Ms. Caldwell will send the report on the apartments and sites and that everything looks good. Ms. Caldwell is very pleased with the direction the DHA is moving in.

### Reopen Discussion for need of updated Personnel Policy and an Adequate Performance Evaluation Tool:

Mr. Pacheco explained that Ms. Ducharme and Mr. Lisi were spearheading the Personnel Policy and Performance Evaluation Tool. Ms. Ducharme added that once she and Mr. Lisi decide what sections need to be discussed, they will schedule a special meeting. Ms. Ducharme also asked Ellen to provide her with copies of job descriptions that she will need for this project.

### **New Business:**

#### Review and Possible Action Resident Participation Plan:

Mr. Pacheco led the discussion regarding the Resident Participation Plan. Mr. Henderson said by the middle of May there should be one in place. There was discussion on whether a Resident Advisory Board would be sufficient or a Resident Participation Plan is needed. Mr. Henderson will look into this. Mr. Pacheco suggested running this by the legal team and perhaps they might be able to take this project on.

### **SUBSIDIZED HOUSING COORDINATOR'S REPORT:**

Ellen read the report into the record.

Financial Report.

Elderly Resident Complexes.

Miscellaneous business/Section 8.

Ms. Oczkowski added that the DHA is all leased up at this time. There are no maintenance issues. The board asked about the one incomplete item on the Work Order Report and Ms. Oczkowski said she would follow up on it to make sure it was completed if the work hadn't already been done.

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## SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF MARCH, 2019

### STATE ELDERLY SITES

#### STYGAR TERRACE

No Vacancies

#### Resident Concerns:

#### CICIA MANOR

#14 Vacant (Leased up for April 1, 2019).

#### Resident Concerns:

#### LAKEVIEW APARTMENT

#16 Vacant (Leased up for April 1, 2019)

#### Resident Concerns

#### MISCELLANEOUS

1. Paid vouchers and bills are available for review.

#### SECTION 8 PROGRAM

P Landlord checks for the month of April, 2019 will be processed and mailed on April 1, 2019.

Q Paid vouchers and bills are available for review.

R PIC Reporting is currently at 93.

#### ADJOURNMENT

***A motion to adjourn the meeting was made by Mr. Lisi, and seconded by Ms. Ducharme. Motion Carried. The meeting was adjourned at 6:47 pm.***

Respectfully submitted,



Meg Martins  
Recording Secretary

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