

**Minutes
of the
MERIDEN HOUSING AUTHORITY
REGULAR BOARD MEETING
Held on
May 24, 2021**

Chairman Cornelius Ivers called the Regular Board of Commissioners' meeting to order at 5:30 PM. Meeting held via video conference. As a quorum was present the meeting commenced.

1. ROLL CALL:

PRESENT: Cornelius J. Ivers, Chairman
Scott Griffith, Vice Chairman
Nancy Rosado, Resident Commissioner
Lawrence Kendzior, Commissioner
Carlos Ruiz, Treasurer

STAFF PRESENT: Robert Cappelletti, Executive Director, and Jamie Urkevic

OTHERS PRESENT: Hayley Fetrow, HSF Consulting, LLC.

2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:

None

3. RESIDENT ASSOCIATION STATUS:

A. Community Towers Tenant Organization:

None

4. PREVIOUS MONTH'S MINUTES

A. Minutes of the Regular Board of Commissioners' meetings held April 26, 2021.

Vice Chairman Scott Griffith made a motion to accept the minutes of the Regular Board of Commissioners' meeting held April 26, 2021. Commissioner Lawrence Kendzior seconded the motion. No discussion. A vote was called. The vote was Ayes – 4, Abstention – 1. The minutes were accepted.

Ayes - 4

Abstain - 1

Cornelius J. Ivers, Chairman
Scott Griffith, Vice Chairman
Nancy Rosado, Resident Commissioner
Lawrence Kendzior, Commissioner

Carlos Ruiz, Treasurer

5. TREASURER'S REPORT:

A. April 2021 FYE 9/30/2021

Hayley Fetrow of HSF Consulting LLC presented a brief summary of the financial report. Ms. Fetrow stated MHA had received HUD approval to transition its fiscal year end from Sept. 30th to Dec. 31st. HUD Field Office reported to be in process of reviewing MHA's transition period to determine if MHA continues with Sept 30th budgets and have a three month budget from October 2021 – December 2021. Ms. Fetrow stated the alternative would be to extend the operation budget through to December 2021. Paycheck Protection Program utilization briefly discussed. Discussion of Johnson Farms vacancies continued. Loss of revenue and significant costs associated with renovation for unit turnover discussed. Ms. Fetrow stated MHA was in process of finalizing the September 2020 audit as audit field work had concluded two weeks ago. No items of note were made. MHA received correspondence from HUD regarding 2019 audit which was late in review due to COVID. HUD questions were responded to and a response was received from HUD today that stated all responses had been reviewed and the 2019 audit was cleared and is closed.

6. CHAIRMAN'S REPORT:

None

7. MANAGEMENT REPORTS:

A. Executive Director's Report:

Executive Director R. Cappelletti reported the Housing Choice Voucher Program had opened the waitlist with over 5,000 applications received. 2,000 applications were selected via lottery system to be placed on tenant based housing choice voucher waitlist. Executive Director Cappelletti stated that applicants would be selected through the month of June for the 40 Mainstream vouchers. The VA had given MHA adequate amount of applicants for Hanover St. development. One unit remains vacant with an applicant identified. Executive Director Cappelletti reported that the family would take occupancy in the month of June making Hanover Place fully leased. Executive Director Cappelletti stated that the two vacant Section 8 positions had been filled with in house staff. One position remains open and advertising will commence. Director Cappelletti reported a note of concern: COVID had impact in regards to HCV program in a very significant way. Reduction in attrition of participants coupled with the increase in leasing of project based vouchers throughout the various assisted developments in Meriden created over utilization of HCV program. MHA reported to be over leased by up to 60 vouchers. MHA currently working with HUD SAC's office to address the issue. Staff reported continuing to aggressively pursue an elevator company that could replace or rebuild the two elevators as well as replace the roofs at Community Towers. Unit vacancies briefly discussed. Full occupancy is anticipated by next month. COVID reported to have caused delay in lease up.

B. Program Reporting Operations:

None

C. Resident Services Report:

None

8. EXECUTIVE SESSION:

A. Contract negotiation:

Vice Chairman Scott Griffith made a motion to enter executive session. Treasurer Carlos Ruiz seconded the motion. A vote was called. All were in favor. The Board entered into Executive Session at 5:50 PM.

Commissioner Lawrence Kendzior made a motion to adjourn from Executive Session. Vice Chairman Scott Griffith, seconded the motion. A vote was called. All were in favor. The Board adjourned from Executive Session at 6:15 PM.

9. NEW BUSINESS:

A. Resolution 1138: Authorization to enter into shared services agreement with Windsor Housing Authority.

Commissioner Lawrence Kendzior made a motion to adopt Resolution 1138, Vice Chairman Scott Griffith seconded the motion. Commissioner Kendzior noted the importance of focusing in on assisting Windsor Housing Authority in effort to get Windsor Housing Authority up and running again with reliable leadership and yet also noted the importance that this undertaking not impair upon the many projects currently underway with certain respect to closings. With no further discussion a vote was called. The vote was unanimous. Ayes – 5, Nays – 0. Resolution 1138 was adopted.

Ayes - 5

Nays – 0

Cornelius J. Ivers, Chairman
Carlos Ruiz, Treasurer
Scott Griffith, Vice Chairman
Nancy Rosado, Resident Commissioner
Lawrence Kendzior, Commissioner

10. OLD BUSINESS:

None

11. OTHER ITEMS OF INTEREST:

None

12. MATTERS NOT ON THE AGENDA:

None

13. ADJOURNMENT:

Lawrence Kendzior, Commissioner made a motion adjourn. Scott Griffith, Vice Chairman seconded the motion. A vote was called. The vote was unanimous. The meeting adjourned at 6:18 PM.