

HOUSING AUTHORITY CITY OF DERBY

45 Minerva Street
P.O. Box 843
Derby, CT 06418
(203)735-6652 Telephone
(203)734-0204 Fax

Executive Director
Steven Nakano

Board of Commissioners
Joseph F. Pinto III, Chairman
Rosemary Hughes, Vice Chairman
J. P. Rizzitelli
Pauline Monaco
Joseph R. Romano

Meeting called to Order by Chairman Joseph Pinto at 6:30 PM.

Pledge of Allegiance.

Roll Call: Steven Nakano, Executive Director, Joseph Pinto, JP Rizzitelli, Pauline Monaco, and Joseph Romano. Excused absence – Rosemary Hughes.

Approval of minutes of January 2, 2008.

Motion by Joseph Romano. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

Public Portion: Marlow Tinari, Guardiano Terrace. Informed the Authority members of free radon testing kits available from the NVHD. All a tenant would have to do is call the NVHD and ask for a kit. The instructions are very simple to follow and once the test is completed the NVHD sends them out to a lab for an analysis. The head of the Radon Agency, Francesa Provonzano is overseeing the testing. Funding is from a Small Cities Grant Program. If a problem is found a system is in place for correction and reduction of the problems. Mr. Tinari made note that Sterling, CT received such a Grant. For the enforcement of a hazardous reading the State Director of Health would not be the contact. The contact would be NVHD. Mr. Tinari also gave the Director, Steven Nakano an informational packet that covers all the information.

No one else from the public to speak. Public Portion closed.

Financial Report:

Director, Steven Nakano made note that the report may look a little different for the fact that they are now implementing a line by line system.

The question of the East Coast Plumbing valve replacement cost is still on going.

Mr. Nakano made note that East Coast will still be used for emergency at this time. However they will have any other possibilities going out to bid. Note was also made that they are currently looking for another gas provider for Stygar Terrace.

- **Motion to accept the Financial Report as presented.**

Motion by JP Rizzitelli. **Second** by Joseph Romano. **All in Favor**. Motion Passes.

Director's Report:

Director Steven Nakano presented the following report:

Stygar Terrace: Unit #1 lease up for February 1, 2008.

Cicia Manor: Unit #90 lease up for February 1, 2008 and Unit #62 being prepared for occupancy.

Lakeview Terrace: Unit #30 lease up for February 1, 2008.

Miscellaneous:

Authority members were presented a bill paying report and the paid vouchers and bills for review.

There was discussion continued from last month regarding potential new office space. This is on going and there is no update.

A review and update for a State Elderly Administration plan was discussed. No action taken.

It was reported that all State Elderly Inspections have been completed for 2008.

A Five (5) Year Agency Plan was submitted for 2008.

Section 8 Program:

Landlord checks for the month of January, 2008 are now being processed in house by (DHA).

A current bill payment report was presented for review amongst the Authority members.

PIC reporting currently at 100.33%. With these numbers it was reported that the DHA will not have any sanctions against them.

The position of the part-time Housing Services Coordinator has been made full-time and Ellen who currently holds the position has accepted the full-time position. Also added to the staff is a part-time Maintenance Personnel. That position has been filled by Ezio Staffieri. Both were welcomed and greeted to a round of applause.

Mr. Nakano made note that fees for the Section 8 (HCV) program will be covered under the full administrative fees that will be collected.

Mr. Nakano reported that the DHA Development Corporate Resolution become

effective on December 31, 2007.

- **Motion to accept the Director's Report for the month of January 2008.**

Motion by JP Rizzitelli. **Second** by Pauline Monaco. **All in Favor**. Motion Passes.

Old Business:

Changes in the Personnel Policy were presented. No action at this time.

The Section 8 Leasing in Place Preference was presented. Mr. Nakano explained that 23 new families would benefit from this program put which had been put place by December. This greatly benefits the rent subsidy program.

Mr. Romano questioned if this would still work for the HUD vouchers for Derby residents already living in Derby and not just Seniors. Mr. Nakano stated that yes the voucher system would still be opened.

New Business:

Conversation centered on the 5-Year Agency Plan for 2008. Mr. Nakano stated that they needed to insure that there would be no hold-up for Section 8 and that all of the objectives are in compliance.

Under section 10C the past list has been depleted. The new program will allow a total of 621 applicants or an increase of 2 ½ times as many applicants. It was reported that there are currently 121 on list. The application process will reopen within the next couple weeks and will be advertised in the local newspapers and by the State of Connecticut.

The middle of February is the projected start of the program. Mr. Romano asked if there would still be a lottery process. Mr. Nakano stated there would be a one week deadline. The screening would be done by outside personnel and not the DHA staff or Commission. He also made note that the applications could come from anywhere in the country. All would have to be screened to be careful of duplicates. Any duplicates would be disqualified. If a Derby resident does get selected they can also be placed in the Self-sufficient Program.

The next topic of discussion was the responsibility of the Resident Services Coordinator. It was noted that the new coordinator would be responsible to visit each and every resident and evaluate their needs and offer suggestions where and when needed. He/she would be responsible for maintaining all records and reports and to be certain that all State guidelines are being followed. He/she would give a monthly report on the individual house keeping needs and medical needs. He/she would also be responsible for accessing if the individual person can live alone or may need further assistance then currently being offered.

Maintenance stated that there was a day where an elderly resident could not get out of her chair and had been there for awhile. He stated that he did offer assistance but that the resident was fragile.

Mr. Pinto made note that they should always call 911 for help due to the liability if something should happen although meaningful could be liable. One thing that the Elderly Services Coordinator would also do is to arrange for emergency alert call buttons for residents.

No further discussion.

- **Motion to go into Executive Session.**

Motion by JP Rizzitelli. **Second** by Joseph Romano. **All in Favor**. Motion Passes.

Respectfully submitted,

Laura A. Wabno
Recording Secretary