

COMMISSIONERS' SPECIAL MEETING, JUNE 26, 2020

The Commissioners of the East Hartford Housing Authority held a special meeting on Friday, June 26, 2020 by a Zoom Meeting pursuant to Governor Lamont's Executive Order No. 7B. The meeting was called to order by Chairman James Kate at 4:01 p.m.

1. **ROLL CALL:** Commissioner John Carella
Commissioner Kathleen Stephens
Vice Chairman Prescille Yamamoto
Chairman James Kate

Absent from the meeting was Commissioner Hazelann Cook.

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director; Christine Paisley, Housing Programs Manager and Jason Van Allen, Asset Coordinator.

2. **NEW BUSINESS**

- a. **Review and Approval of the Capital Fund Plan 2020 & the Five-Year Action Plan**

The motion was made by Vice Chairman Yamamoto to approve Resolution #CT013-179-06-2020 approving the submittal of the East Hartford Housing Authority Capital Fund Plan 2020 and the Five-Year Action Plan. Commissioner Carella seconded the motion.

Vice Chairman Yamamoto questioned the form for the Capital Fund Plan 2020. Mr. Van Allen said that this is the first draft and if later on changes are made then revisions would be made to the plan. Ms. Bouchard said that this is the plan for this year but if changes are made we would check off the box for revisions and send the form in. Vice Chairman Yamamoto asked when is the effective date? Ms. Bouchard said whenever this goes through and gets approved then it goes into EPIC then it is released.

The motion made and seconded was unanimously voted by the Commissioners present.

- b. **Review and Approval of the Five Year PHA Plan & Annual PHA Plan**

Ms. Bouchard said every fifth year you are to submit the Authority's Five Year PHA Plan and Annual PHA Plan at the same time. The first page of the Five Year PHA Plan goes over the goals and objectives for the Housing Authority for the next five years. The following pages are a progress report of all things that were completed since the last five-year plan. The Annual PHA Plan needs to go with the Five Year PHA Plan to specify our unit count, if any policies were changed, if there were units offline, and activities such as modernization for this year.

The motion was made by Vice Chairman Yamamoto to approve Resolution #CT013-180-06-2020 approving the submittal of the East Hartford Housing Authority's Five Year PHA Plan and Annual PHA Plan. Commissioner Stephens seconded the motion and it was unanimously voted by the Commissioners present.

- c. **Review and Approval of the Redrafted Admissions and Continued Occupancy Plan**

Ms. Bouchard said basically this policy is just a redraft. There were not any significant changes in there and all the language is safe harbor language with HUD. Ms. Bouchard said all these policies in the

Admissions and Continued Occupancy Policy (ACOP) prior to issuing this needed to be put into a better format and make it easier to read and make sure all regulations were up to date and in the document. Ms. Paisley said this is a format that most people are familiar with since many use the same ACOP rider. It makes it easier and the more logical order and follows the leasing process from application all the way through annuals and eventual termination. Ms. Paisley explained that it covers fair housing regulations, reasonable accommodations and really a wide range of policies. She said anything that was significant, the Board passed last year. Ms. Paisley said this is a really good training tool for the staff to familiarize themselves with just not our own policies, but it outlines the HUD regulation the policy is based on. Vice Chairman Yamamoto asked how often does this have to be reviewed and updated. Ms. Paisley said it is recommended that it is reviewed whenever there are changes to HUD regulations. She said what is nice about this particular policy is when the Housing Authority purchased the actual ACOP written writer we purchased the annual updates so once a year you receive those updates and you only have to review those things to make sure your policy is updated.

The motion was made by Vice Chairman Yamamoto to approve Resolution #CT013-181-06-2020 approving the Redrafted Admissions and Continued Occupancy Policy (ACOP). Commissioner Carella seconded the motion and it was unanimously voted by the Commissioners present.

There was a discussion about reviewing policies with the Board and training.

3. ADJOURNMENT

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Stephens said motion being carried by the unanimous vote of the commissioners present and the meeting was adjourned at 4:16 p.m.

Respectfully submitted,


James Kate
Chairman of the Board

ATTESTED BY:



Debra Bouchard
Executive Director