The Regular meeting of the Board of the WEST HAVEN HOUSING AUTHORITY dba SAVIN ROCK COMMUNITIES was held on November 27, 2018 at Meadow Landing,

397 Meadowbrook Court, West Haven, CT 06516.

Chairwoman Paine called the meeting to order with a roll call at 8:00 AM.

Present were: Chairwoman Paine, Vice Chairman O’Connor, Commissioner Nugent, Commissioner Orio and Commissioner Mooney. Also, in attendance were West Haven Housing Authority Executive Director John Counter, Attorney Kravetz of Susman, Duffy & Segaloff, Tom Pistilli of Simione & Macca & Larrow LLP and Jessie Fennell of the West Haven Housing Authority.

Absent and Excused: None

1. **Approval of the Minutes**

Chairwoman Paine called for a motion to approve the minutes of the October 30, 2018 Regular meeting. Commissioner O’Connor made the motion. Seconded by Commissioner Mooney.

All in Favor. Motion carried unanimously.

1. **Committee Reports**

Finance Committee:

Mr. Counter provided the Board with a year-to-date financial report for FY April 1, 2018 through October 31, 2018 and provided the following summary: Overall, WHHA has a net operating income of $346,905 which is $141,672 above the budgeted net income of $205,233 for the seven months in fiscal year 2019. Total expenses are less than the budget by $173,022 based on activities primarily due to lower than expected utility costs and less HAP payments. Capital Expenditures are over the budget by ($46,976) as the boiler repair, security camera and security door haven been completed at AMPs. Revenues are less than the expected budgeted revenue by ($31,350) which is attributable to the surplus of PH operating subsidies offset by the recoup of HAP subsidy ($250k). Tenant revenues are slightly higher than the budget by $7,624. Overall operating cash flow is higher than budget by $94,696.

Personnel Committee

Development Committee

Executive Session

1. **Executive Director Report**

Mr. Counter shared with the Board the public and leased housing management indicators. The unit turnover and work order turn-around time for completion are exceeding the HUD standards.

Mr. Counter informed the Board of the annual agency wide plan, which includes the housing authority’s five-year capital plan as well as policy changes related to regulatory updates and any operational changes made by the housing authority. These changes are included in the housing authority’s ACOP plan for Public Housing and the ADMIN plan for the Section 8 program. A summary of the policy changes was provided to the Board for review and comments.

The Annual Plan was advertised in the New Haven Register (45 days prior to the submission due date) as required by HUD. The Annual Plan will be presented to the Board at the January 2019 meeting to adopt the plan prior to submitting to HUD prior to January 16, 2019.

Commission Orio inquired by the housing authority’s development initiatives as it relates to the agency’s annual plan. Mr. Counter informed the Board the agency plan includes the demo-dispo application for Surfside, Morrissey Manor and John Prete.

Mr. Counter informed the Board of the upcoming WHHA holiday event, schedule for Thursday, December 13th for all to attend.

Mr. Counter provided the Board with the Proposed 2019 Board Meeting Schedule. After review and discussion, Chairwoman Paine called for a motion to move that the Board approve the 2019 Board meeting schedule as presented. Commissioner Mooney made the motion. Seconded by Commissioner O’Connor. All in favor. Motion carried unanimously.

1. **Legal Counsel**
2. **Executive Session**
3. **Unfinished Business**
4. **New Business**
5. **Executive Session**
6. **Possible action on executive session issues**

The Board went into executive session at 8:09 AM. The Board came out of executive session at 9:06 AM.

1. **Adjourn meeting:**

As there was no other business to come before the Board, Chairwoman Paine adjourned the meeting at 9:06 AM.

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John P. Counter

Executive Director / Secretary