



WINOOSKI HOUSING AUTHORITY

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

4:00 P.M.
December 4, 2019

87 Elm Street
Winooski, VT 05404

AGENDA
CHANGE OF LOCATION

1. Approval of Agenda
2. Approval of the Minutes of October 2 and November 6, 2019
3. Public Comment
4. Presentation by Howard Center on Program Offered at the Community Center at 87 Elm Street
5. Administrative Update
 - a. Cash Balances and Commitments
 - b. RAD Update
6. Approval of Contract for Roof at Spring Garden
7. Approve Offering Vision Insurance for Employees
8. Approve Reimbursing Main Street and Conger Avenue Properties for RAD Contribution
9. Executive Director Update - Questions
10. Next Meeting – Items
11. Other Business

*** Executive Session as Needed ***

Winooski Housing Authority

AGENDA – Board Notes

December 4, 2019

1. Approval of the Agenda – Board approves the agenda. The Board should not take action on any item added but not properly warned.

2. Approval of the Minutes of the October 2 and November 6, 2019 Regular Meeting

I move that we approve the minutes of October 2, 2019 and November 6, 2019 meeting as presented.

3. Public Comment

Any member of the public may comment on any issue NOT on the agenda. The Board may not take up an issue as it will not be on the agenda. The Board may request an item be paced on a future agenda or at a special meeting.

4. Presentation by Howard Center on Programs Offered at the Community Center at 87 Elm Street

- a) At our last meeting Superintendent Sean McMannon presented two proposals for moving pre-school classrooms to the Elm Street facility beginning as early as April 2020. We invited the staff from the Howard Center to describe their programming at the Center in order to have a better view of the question. A summary Sheet is attached.

- b) The Board will have an option to decide whether to terminate our programming with Howard (no written agreement is in place) and offer the space to the School or to stay with Howard. Programming. The Board may opt to table the issue until the January meeting.

5. Administrative Overview

- a) Cash Balances and Commitments

The higher balance in the Capital and Operating Reserves for WHA, Franklin and Elm are the result of some fund transfers that are taking place this month. Those included:

- Section 8 transfers funds it owes WHA for Administrative Services quarterly
- Franklin Elms Apartments and Spring Barlow Apartments transferred funds they owed for services through October. They were not able to transfer funds in the past due to low balances in their accounts. This is now resolved and occurred because of the accounting change from the HUD subsidy to RAD's HAP formula.
- We drew more funds from HUD than we needed for the month's HAP payment. We will do this again in December to close out all funds in the operating and capital sections of our HUD subsidy. Starting in January, we are funded solely through rents.

Main Street paid taxes this month, had three vacancies, and replaced a boiler. We are now fully rented and should be prepared for winter.

b) RAD Update

- The Franklin and Elm Street work is out for bid.
- No major work is expected until spring.

6. Award of Spring Garden Roof Contract – We received two bids on the roof at Spring Garden. The lower bid was Evergreen (see contract attached). Both bids are attached.

I move that we award the roofing contract for Spring Gardens to Evergreen Roofing, LLC in the amount of \$126,378 including the escalator for the 2020 start.

7. Approve Offering Vision Insurance to Employees –

NOTE: We have hired a firm to administer benefits for the Authority. These folks will evaluate our benefits annually and work to get us the best value. The cost is \$20 per covered employee per month. While this is expensive, navigating benefits is impossible for those who do not have a level of expertise. We were faced with a significant increase in health insurance which would impact both our budget and out employee's contribution. The Richards Group designed a package that met our needs and well as helped us select a vision package. Through this year, we will be relooking at our health care package and our retirement benefit.

Currently employees receive a small discount on glasses but no exam coverage. Given we have people who drive for us, that we demand close attention to detail, and that we are one of the few municipalities who do not offer vision coverage, I am proposing we do so as of January 1, 2020. The total cost of the insurance will be under \$2,000 annually and cover all employees. We expect to save some money on Health Insurance as we have some employees sign up for the Bronze Plan with a Health Reimbursement Account (HRA). This plan is significantly less expensive than the current Platinum Plan.

Health Insurance Notes:

We have offered a second health care plan this year. The plan we currently have is a Blue Cross Blue Shield Platinum Plan. It is the most expensive plan offered and the premiums will go up over 17% in January. We hired a consultant to be our ongoing benefits manager and tasked them with offering a Bronze plan with a high deductible and a Health Reimbursement Account (HRA). We do not make the HRA available on the Platinum Plan. The Bronze Plan is designed to have similar out of pocket maximums to the Platinum plan while paying all of the up-front costs as employees can use the HRA for all expenses up to \$4,050 single and \$8,100 for two or more covered employees.

The Bronze plan with an HRA will save folks who do not anticipate major health expenses a significant amount of money. This will also save the Authority significantly. If an employee does experience a health crisis, they will spend a similar amount out of pocket. The difference is the Platinum Plan will cost more per pay period and will have a \$250 / \$350 deductible and co pays for each visit. The folks with Bronze coverage will not pay anything until they reach the end of the HRA. For most people, this is a significant savings and the risk is mitigated with the HRA.

Each employee was given time to meet with our benefit advisor to help them make the best decision. This meeting is covered in the fee outline above.

8. Approve Reimbursing Main Street and Conger Avenue for RAD Contribution – We have the resources to reimburse the programs that contributed to our RAD expenses. Conger Avenue contributed \$5,300 and Main Street contributed \$5,000. I do not know if Board approval is needed, which then makes sense to get a motion on record.

Making this transfer at this point will make both properties whole in the same fiscal (tax) year and simplify their returns.

I move that Winooski Housing Authority reimburse the contributions made toward the RAD conversion to Main Street Apartments for \$5,000 and the Conger Avenue Apartment for \$5,300.

9. Executive Director Update – See attached

10. Next Meeting – January 8

a) Agenda Items:

- By Laws Amendments
- Code of Conduct – Draft Review with Whistleblower Policy Draft
- Five Year and Annual Plan Review
- Use of the Community Room at Elm Street

11. Other Business - Self-explanatory – No action may be taken on items not warned.

WINOOSKI HOUSING AUTHORITY

BOARD OF COMMISSIONERS

MINUTES OF OCTOBER 2, 2019 BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held at 65 Barlow Street, Winooski, Vermont. The meeting was called to order by Chair Diane Potvin at 4:03 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Chairperson Diane Potvin, Vice Chair Patricia Raymond, Commissioner Robert Arnell, Commissioner, Joe Gamache, Commissioner Jay Lambert

OFFICERS PRESENT: Executive Director KR Decarreau

ABSENT: None

NOTE: Board Notes were not included in the packet and are included in the minutes for our records.

1. Approval of the Agenda

Commissioner Gamache expressed concern about the length of the agenda, wishing to see potentially long discussions isolated.

There was concern about the size of the packet.

ED Decarreau noted that support material will be placed in a binder for members so that it will not have to be scanned into the package. There is also a presence of “housekeeping items” like the Cash Report that should not take time and is included for the purpose of transparency. Future agenda will be limited to two large items when possible.

Motion by Commissioner Lamber. Second by Commissioner Raymond. Motion passes 5 – 0.

2. Approval of the Minutes

Motion to Approve Minutes of September 4, 2019 minutes by Commissioner Gamache. Second by Commissioner Raymond. Motion passes 5 – 0.

Motion to approve minutes from August 7, 2019 as amended by Commissioner Raymond. Second by Commissioner Arnell. Motion passes 3 – 0. Chair Potvin and Commissioner Gamache abstain.

3. Public Comment – No members of the Public were present

4. Cash Balances and Commitments

Commissioner Lambert wishes a full accounting of the expenditures associated with the conversion to RAD. ED Decarreau will provide once audited results are available.

4. RAD Update

ED Decarreau noted that bids were received from the rebidding process on the Spring Gardens roof and the bids were being evaluated.

ED Decarreau confirmed that Peterson Consulting was coordinating the bidding process.

5. By Law Review

The following changes were suggested. ED Decarreau will find the appropriate language.:

- Add the use of Robert's Rules of Order for Small Boards to the document as the standard for conducting business.
- Add that two Commissioners can add an agenda item to a meeting.
- Use Robert's Rules for the Order of Business section.
- Allow for electronic participation using Vermont's Open Meeting Law
- Allow for voice vote as the standard and allow any member to request a roll call vote.
- Add the Code of Conduct from the HUD Model as an attachment.
- Add a section stating that only the Board can establish Policy.
 - Debate about at what level the Board should be allowed to review procedure occurred with Commissioner Lambert suggesting that the Board may wish to have control over the "how to". This debate will occur at a future meeting after the language is available.

6. Objectives for Five Year HUD Plan

The Board will weigh in on the initial draft in November. A Resident Advisory Board will weigh in in later October if possible.

This Plan is a high level plan and a more detailed strategic plan will be developed as ED Decarreau completes a study with staff.

7. Executive Director Evaluation

Motion to Postpone by Commissioner Lambert. Second by Commissioner Arnell to the first item at the next meeting after the Reports. Motion passed 5 – 0

8. Executive Director Update

ED Decarreau noted that there will likely be two findings in the Audit completed on this day. The first is a Procurement finding that was found late in FY 19 and remedied part way through the year. There remains work on this issue. The second was Inspection that were not completed on a timely basis. This was remedied with a reassignment of staff and should not be a continued issue.

ED Decarreau noted work on how to staff the SASH office. Staff is working together on a plan that will create a Leasing Agent who will focus on selection from the waitlist through signing the lease and on warning letters for evictions if needed. The Property Manager will focus on resident retention and building management and serve as a part time SASH coordinator. The Director of Programs (W. Sweet) will continue to be the point person on final eviction process.

ED Decarreau further noted work by Department Heads on a reassignment of duties to include functions that do not currently exist – particularly a person charged with Procurement. This will help meet the requirements of the Procurement Policy.

This process will result in a new Organization Chart (table) as requested by Commissioner Lambert and new position descriptions. These are anticipated to be in place by the time the budget is up for approval and will serve as the basis for the list of positions described in the bylaws.

9. Next Meeting – Items

Executive Director Evaluation

By Law Review

HUD Five Year Plan Check In

10. Other Business - None

There being no further business, Commissioner Lambert moved to adjourn, seconded by Commissioner Raymond. Vote 5 — O. The meeting was adjourned by Chair Potvin at 5:10 PM.

Respectfully Submitted,

KR Decarreau
Secretary

NOTE: Board Notes were not distributed in the packet. Therefore they are included in the minutes as a handout.

Winooski Housing Authority

AGENDA – Board Notes

October 2, 2019

1. Approval of the Agenda – Board approves the agenda. The Board should not take action on any item added but not properly warned.
2. Approval of the Minutes of the August 7, 2019 (amended) and September 4, 2019 Regular Meeting. Please note that the third page of the minutes from August 7 was missing from the packet, therefore it should be approved as amended.

I move that we approve the minutes of August 7, 2019 as amended and the September 4, 2019 minutes as presented.

3. Public Comment

- Any member of the public may comment on any issue NOT on the agenda. The Board may not take up an issue as it will not be on the agenda. The Board may request an item be placed on a future agenda or at a special meeting.

4. Cash Balances and Commitments

I changed the format of the Cash Balances so that you can see all of the program balances you oversee on the first page. It is also clearer as to where the \$900,000 is. As presented at the last meeting, you had to find the total cash available in multiple places. I have simply brought all of the balances onto the first page.

We anticipate no cash flow issues.

5. RAD Update –

- Spring Gardens Roof - We decided to rebid the project. The company who was the low bid did not have a complete package and the other bid was significantly (~40%) higher. We followed the Procurement Policy and used the clauses that allowed us to reject a single bid on the basis that it was not reasonable. We had two additional companies show up for a walk through. I expect to select a bidder shortly.
- Franklin Elm General – We are close to issuing an Invitation for Bid (IFB) for a series of projects at the family housing properties. This was delayed waiting for architectural drawings that we received four weeks after promised. We expect to be out to bid in the next week. We do not expect work to be completed until spring or early summer.

- Senior Housing – We are working on a bid package that involves the glass curtainwall at The Terraces, the patio at Senior Tower, and paving throughout the properties. This is on hold until we finish the Franklin and Elm Apartment process.
- Handicap Unit Upgrades – We are working through issues at Spring Gardens. We are challenged by existing conditions in units that were previously approved but may not meet current requirements. The final list of units that will meet our need for 5% of our units will be identified by mid-November.
- Kitchen Upgrades – are in process.

We will have a better idea about the budget as we get further along. I hope to have more information by mid-November as bids come in and final issues are addressed.

6. By Law Review – I looked at HUD model by laws (from the City of New York) and those of the Burlington Housing Authority (BHA) that were updated in 2010. I took the language that most seemed to reflect your thinking. We can make changes as needed. HUD requires the use of a seal on certain documents, so that is back in the document.

I included a redline draft of potential bylaws to the point we left off. I also made notes as to the source of the new language.

I also attached the HUD model and the BHA bylaws for reference.

7. Objectives for Five Year HUD Plan – HUD requires a Five-Year Plan submission in January on years that end with five or zero. We have a plan due in January. There are several requirements that include public outreach. We need to remember that the following work is on going and will require time and attention.

These are NOT strategic priorities, just regular work that needs time and attention.

- Rebuilding Systems to Support the RAD Model - Realistically, we will spend the next two years on this project. This will require a significant amount of work in the first year, and likely some residual work in year 2. This is part of hiring a person experienced in RAD to offer suggestions as noted in the ED Update.
- Capital Spending and Funding Plan – Now that we have a predictable revenue stream and several years of CNAs to accomplish, we need to develop a long range approach to Asset Management to be sure we are keeping up with work to preserve our buildings and regularly replace equipment in a planned manner. This is a three-year process to assure the funding follows the needs.

These are possible strategic issues that could be part of our strategy moving forward:

- Building Partnerships – Our clients are increasingly dependent on a wide range of services to live independently. Most of those services are provided by outside agencies. We need to be sure we understand the entire range of service options that are available and assure that our tenants and voucher holders have access to those services. Given these service providers are struggling with funding, working together will be critical to maintain the social safety net. This means making sure we are

attending local meetings on issues of homelessness, healthcare, mental health, and addiction. It will also mean maintaining our relationships with agencies that provide these services.

- Winooski Municipal Plan – The Plan calls for significant growth in housing to address a shortfall in the greater Winooski area. The Authority may wish to work with developers to offer vouchers to projects and to offer our expertise in assuring our clients are well-served in the process.
- Property Portfolio – We should evaluate whether it is in the interest of the Authority to add to our properties and we should look at how we are using Main Street. This is likely to start toward the middle of next year and take some time to evaluate, plan, and execute.
- Additional Place Based Vouchers – To achieve the objectives above, we are likely to request more Place Based Vouchers.

We should also note that the process requires a Resident Advisory Board meeting. RAD will change the nature of that board as HUD recommends including individuals using tenant based vouchers if those vouchers represent a significant part of the portfolio. Since we have issued 257 vouchers and have 238 Place Based Vouchers, it makes sense to reconstruct that group.

8. Director Evaluation – Given the desire to create a workplan that will define our work for the next two or more years (including revisiting all of the policies in some order), I suggest we discuss how we will define the deliverables used to evaluate progress. I will suggest that we consider changing the Strengths and Opportunities for Improvement page to a list of actual deliverables we anticipate achieving in the next period.
9. Executive Director Update – See attached
10. Next Meeting – November 6
 - Potential New Business – Five Year and Annual Plan
11. Other Business - Self-explanatory – No action may be taken on items not warned.

No Action Items are anticipated.

WINOOSKI HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MINUTES OF NOVEMBER 6, 2019 BOARD MEETING

A meeting of the Winooski Housing Authority Board of Commissioners was held at 65 Barlow Street, Winooski, Vermont. The meeting was called to order by Chair Diane Potvin at 4:10 P.M. Upon roll call those present and absent were as follows:

COMMISSIONERS PRESENT: Chairperson Diane Potvin, Vice Chair Patricia Raymond, Commissioner Robert Arnell, Commissioner, Joe Gamache,

OFFICERS PRESENT: Executive Director KR Decarreau

ABSENT: Commissioner Jay Lambert

GUEST: Sean McMannon, Superintendent, Winooski School District

1. Approval of the Agenda

Commissioner Gamache requested that Item 6 be moved to the top of the Agenda to accommodate Superintendent McMannon. Board agreed

2. Approval of the Minutes

Minutes were not in the packet. Postponed to next meeting.

3. Public Comment – No members of the Public were present

6. Proposal by Winooski School District for Use of Elm Street Community Center Space

Request for use of space to house preschool temporarily during construction beginning in mid-April through the end of the school year (date could change). This program would move back to the school in September.

Second request for space for a collaborative program to address the shortfall in pre-school places after the program run by Howard Center ended in June. The Collaborative is between the YMCA, University of Vermont, and Winooski School District with support from Let's Grow Kids. This is a two year program to evaluate the protocol. The program will run Monday through Friday from 7 am to 5 pm. It will serve families from the region and not just Winooski. It will serve 30 – 32 kids per day.

We discussed charges for rent and proof of insurance.

The Commission wishes to revisit the issue in December. ED Decarreau will speak with Howard Center and invite a presentation. ED Decarreau will also look at what it would cost to cover our expenses at the facility.

4. Administrative Update

a. Cash Balances and Commitments and Budget to Actual 2nd Quarter

ED Decarreau spoke of plans to manage the budgeting process internally next year and to get a better understanding of the expenses.

b. RAD Update – no questions

5. Executive Director Evaluation

The group agreed to postpone the discussion until Commissioner Lambert was able to attend. ED Decarreau will review the Appointment Letter to be certain about how the probationary period would end and call a meeting if needed.

7. Code of Conduct First Draft

The Commission agreed to return to this in December. There was no objection.

8. Objectives for Five Year HUD Plan

ED Decarreau noted that a full document will be prepared for the December meeting. It was also noted that a strategic planning session will be held with the Board once the systems that need to be addressed in order to manage the program under RAD are fully addressed. This will take last through the next year.

9. RAD Expense Summary

ED Decarreau handed out a copy of RAD expenses. This sheet will be mailed to the Commissioners after the meeting. A discussion as to whether to reimburse some funds to other programs will be held in December.

10. Executive Director Update

No questions

11. Next Meeting – Items

As shown in the Board notes adding an approval of the roofing contract at Spring Garden.

12. Other Business

Commissioner Raymond noted that Commissioner Arnell is no longer serving on the Housing Commission. ED Decarreau was appointed.

There being no further business, Commissioner Gamache moved to adjourn, seconded by Commissioner Raymond. Vote 4 — O. The meeting was adjourned by Chair Potvin at 5:20 PM.

Respectfully Submitted,

KR Decarreau
Secretary

DRAFT

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Winooski Housing Authority

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**HOWARD
CENTER**
Help is here.

Early Childhood Program (ECP)

ECP Services, provided by master's level clinicians, take place in the milieu of the young child – at home; in early care and education programs and the larger community. During the crucial early years of development, ECP staff work with young children and the adults who love and care for them to build strong relationships which will nurture and sustain the emotional well-being of these children and will have a positive impact on their life long health and well-being. In these settings, we provide a wide range of services to eligible children and their care-givers including:

- In-home parenting support
- Supportive counseling for children and adult family members
- Mental and behavioral health training, consultation and support
- Advocacy/case management
- One to one interventionist supports in the community and classroom for up to five hours a week
- Training and education for care-givers including family as well as child-care professionals.

❖ Components of the Early Childhood Program include:

- ❖ Winooski Family Center (WFC): Provides a variety of supportive services to families with young children including weekly playgroups, held two days per week. Other therapeutic activities include music; yoga and story-telling groups for young children and their care-givers. ECP staff also hold family and team meetings for Winooski residents in this site. Additional HC Programming at WFC includes Child-Parent Psychotherapy (CPP); Project Rocking Horse an educational support group that serves low-income pregnant and parenting women who are at risk for alcohol or drug misuse – or who are experiencing the effects of a partner's substance misuse designed to provide knowledge, build skills, and offer a safe and caring climate for pregnant and parenting women to discuss their needs, problems and issues. HC-ECP also supports coordination of other community programs to access this space to support families in a convenient and comfortable setting.
- ❖ ECP services are provided to qualified children and families through embedded supports at Therapeutic Child Care sites in Chittenden County. Within these settings, our services provide extra behavioral supports in the classroom along with family supports provided at home and in the community. Provide on-going in-service training and consultation to childcare staff.
- ❖ Children's Integrated Services (CIS) Partner: on-going mental health services and short-term consultation to Chittenden County families through partnership. Serve on CIS Intake Team, which meets weekly to review new referrals to all CIS partners.

1138 Pine Street, Burlington, VT 05401

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HowardCenter.org

Member Agency of United Way of Chittenden County



- ◆ Mental Health Consultant for Champlain Valley Head Start. Provide consultation to all Head Start classrooms as well as Head Start families upon request.
- ◆ Contract with Burlington School: provide .5FTE to support children receiving EEE services. Families identified by EEE in collaboration with ECFMH.
- ◆ Burlington School District Early Essential Education Program Contract: provide monthly reflective consultation to Burlington School District staff.
- ◆ Piggy back Project: parenting group and corresponding therapeutic play group at Chittenden Clinic. Co-facilitated by ECP and Chittenden Clinic staff.
- ◆ Parent Child Interactive Therapy (PCIT): an evidenced based therapy model for families with young children presenting with behavioral challenges.
- ◆ Child Parent Psychotherapy (CPP): an evidenced based treatment model for families with young children impacted by trauma.
- ◆ ECP-UVMHC Pilot: "Year One" is an innovative pilot program which proactively addresses social determinants of health and promotes the health development of infants from birth through twelve months of age and provide support to their parents. A key feature of Year One is to embed a HC ECP clinician as a member of the pediatric team, who provides information on healthy child development, parenting support and advocacy by connecting families with existing community resources available to them. This clinician can also assess for and support families impacted by perinatal mental health concerns. The clinician meets with families at routine well-child visits, as well as through home visits and telephone check-ins.

Liz Mitchell, LICSW

Director, Early Childhood Program

802-488-6619

elizabethmi@howardcenter.org

November 30, 2019
Summary of Funds Available By Program

Summary of Funds Available - WHA, Franklin/Elm, and Spring Barlow			
	October 31, 2019		November 30, 2019
Franklin Elm Mandated Reserves (NSB)	\$ 50,564.20	\$	53,181.04
Spring Barlow Mandated Reserves (NSB)	\$ 381,632.93	\$	387,989.14
Operating Fund Balance	\$ 495,242.19	\$	596,405.83
Total Available Funds	\$ 927,439.32	\$	1,037,576.01

Summary of Funds Available - Main Street			
	October 31, 2019		November 30, 2019
Main St. Security Deposit	\$ 20,964.65	\$	21,118.49
Main Street Operating and Capital			
Main St. General Fund	\$ 30,532.59	\$	20,838.52
Main St. Reserves	\$ 140,709.12	\$	126,250.29
Main Street Account Payable	\$ (6,119.50)	\$	(9,144.81)
Total Available Funds	\$ 165,122.21	\$	137,944.00

Summary of Funds Available - MOD REHAB			
	October 31, 2019		November 30, 2019
Mod Rehab Checking	\$ 14,670.59	\$	15,029.96
Total Available Funds	\$ 14,670.59	\$	15,029.96

Summary of Funds Available - HCV Program			
	October 31, 2019		November 30, 2019
Sec 8 Checking	\$ 210,314.41	\$	177,012.97
Franklin Elm Clearing	\$ 34,194.54	\$	29,993.50
Spring Barlow Clearing	\$ 47,038.10	\$	20,010.20
Total Available Funds	\$ 291,547.05	\$	227,016.67

October 31, 2019
Breakout of Funds - WHA Franklin Elm and Spring Barlow

The following funds are earmarked for capital spending or for security deposits and <u>cannot be spent on operations</u> :			
	October 31, 2019		November 30, 2019
Security Deposits			
Franklin Elm Spring Barlow Security Deposits (NSB)	\$ 106,869.02	\$	105,640.48
Total Security Deposits	\$ 106,869.02	\$	105,640.48
Capital Funds			
Franklin Elm Mandated Reserves (NSB)	\$ 50,564.20	\$	53,181.04
Spring Barlow Mandated Reserves (NSB)	\$ 381,632.93	\$	387,989.14
Franklin Elm Line of Credit (NSB)	\$ 999,385.23	\$	1,000,234.37
Spring Barlow Line of Credit (NSB)	\$ 1,283,163.69	\$	1,284,253.95
Total Capital Funds	\$ 2,714,746.05	\$	2,725,658.50
Other Restricted Funds			
Family Self Sufficiency (FSS) Checking	\$ 6,170.40	\$	9,489.83
Total Family Self Sufficiency	\$ 6,170.40	\$	9,489.83
Total Committed Funds:	\$ 2,827,785.47	\$	2,840,788.81

The following RAD Project obligations will be met from HUD Capital Funds (eLOCCs)			
	October 31, 2019		November 30, 2019
F/E Projected RAD Project Costs	\$ 1,033,734.00	\$	1,033,735.00
Franklin Elm Line of Credit (NSB)	\$ 999,385.23	\$	1,000,234.37
Potential Needed from Unrestricted Funds	\$ 34,348.77	\$	33,500.63
S/B Projected RAD Project Costs	\$ 1,344,984.00	\$	1,344,985.00
Spring Barlow Line of Credit (NSB)	\$ 1,283,163.69	\$	1,284,253.95
Potential Needed from Unrestricted Funds	\$ 61,820.31	\$	60,731.05
Total Needed from Unrestricted Funds for RAD Projects	\$ 96,169.08	\$	94,231.68
Available HUD Capital Funds	\$ 38,895.71	\$	38,896.71
Excess HUD Capital Funds available / (Needed) for Projects	\$ (57,273.37)	\$	(55,334.97)

Breakout Page 2

The following HAP funds will be met using HUD Funds (eLOCCs)

	October 31, 2019	November 30, 2019
Total Available Operating Funds - HUD	\$ 182,379.50	\$ 99,570.75
Needed to Meet RAD HAP Payment	\$ 166,000.00	\$ 83,000.00
Projected Excess Operating Funds (Return if not needed)	\$ 16,379.50	\$ 16,570.75

The following funds are available through WHA or Instrumentalities Operating Fund AFTER Accounts Payable are considered:

	October 31, 2019	November 30, 2019
Combined Cash on Hand - Unrestricted		
General Fund Checking (TD)	\$ 13,762.46	\$ 12,712.49
General Fund Checking (NSB)	\$ 229,072.95	\$ 70,534.30
Money Market (NSB)	\$ 411,663.65	\$ 647,009.60
Total Operating Funds Available	\$ 654,499.06	\$ 730,256.39
plus Excess HUD Operating Funds	\$ 16,379.50	\$ 16,570.75
less Balance Needed for RAD Projects	\$ (57,273.37)	\$ (55,334.97)
less Accounts Payable Balance as of 9/30/19	\$ (118,363.00)	\$ (95,086.34)
Total Available Operating Funds	\$ 495,242.19	\$ 596,405.83



WINOOSKI HOUSING AUTHORITY

Attn: Shawn Francis, Estimator
Evergreen Roofing, LLC
61 South Oak Circle,
Colchester, VT, 05446

December 6, 2019

Re: 31 E. Spring St. Roof Replacement

Dear Shawn,

Thank you for your roof replacement bid dated 10/2/2019 in response to our Invitation to Bid dated 9/11/2019. At \$120,360 (\$126,378 adjusted for a spring 2020 start date) Evergreen Roofing submitted the lowest responsive and responsible bid, and we are pleased to award this contract to your company.

This Notice of Award shall serve to trigger the submittal process and we look forward to receiving:

- Material Submittals
- Insurance Certificates
- Schedule

Winooski Housing Authority's Owner's Representative / Project Manager for this project is Peterson Consulting, Inc. (PCI). PCI will be the primary contact for this project. Please direct all submittals and other communications directly to them:

Natty Jamison, Project Coordinator at PCI, 802-999-4764, nathaniel@pcivt.com

Thank you for your bid, we look forward to working with you.

Sincerely,

Diane L Potvin, Board Chair
Winooski Housing Authority

Wednesday, October 2, 2019



Proposal

	Spring Street Roof Replacement
	31 East Spring St
	Winooski, VT 05404

Evergreen Roofing LLC. Proposes to provide the materials and perform the labor necessary to complete the following scope of work:

TPO Base Bid

- Remove existing ballast stone safely and properly off job site
- Remove existing membrane roofing safely and properly off job site
- Inspect existing insulation and replace if damaged. (Costs will be determined at a later date)
- Install new 1/4" per foot tapered insulation around perimeter edge to ensure proper drainage
- Install tapered edge around existing units to ensure proper drainage
- Mechanically attach 1/2" protection board
- Mechanically attach 060 TPO membrane
- Flash any existing penetrations, drains or walls per manufacturers specs
- Properly tie into existing coping cap edge metal per manufacturers specs
- Any movement of cellular telephone tower equipment will be done by cellular telephone company
- Install new precast concrete 24"x24" pavers
- Remove existing roof on lower canopy and dispose of safely and properly
- Mechanically attach 1/2" protection board
- Mechanically attach 060 TPO membrane
- Fabricate and install new 24 gauge kynar coated edge metal around perimeter
- Install new copper wall flashing
- Clean and leave job site in a professional manner

Woman Owned Business Enterprise
61 South Oak Circle
Colchester, VT 05446
(802) 865-2264

Wednesday, October 2, 2019

- Provide a 15 year labor and material warranty
- Building permit included in base price
 - The above scope of work will be completed for the sum of: **\$120,360.00**
 - Performance and Bond included in base bid

- **Rotten Decking & Wood Blocking:** All rotten decking and wood blocking will be repaired on a time and material basis extra to this proposal.
- **Asbestos:** Evergreen Roofing, LLC. Is not responsible for any asbestos in the existing roofing. It is the owner's responsibility to test for and identify any asbestos prior to its removal. The cost of removal and disposal of asbestos is not included in this proposal.
- Any alterations or deviation from the above specifications, involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. The owner is to carry fire, tornado, and other necessary insurance upon above work. Workers compensation will be taken out by Evergreen Roofing, LLC.

Please note this proposal may be withdrawn by Evergreen Roofing, LLC. if not accepted within 60 days of the above submitted date.

Respectfully Submitted Wednesday, October 2, 2019
By:



Shawn Francis
Estimator

Woman Owned Business Enterprise
61 South Oak Circle
Colchester, VT 05446
(802) 865-2264

Bid Form (Specified Price)

To (Owner): Winooski Housing Authority

- 1) The undersigned, having examined the construction documents titled : "Spring Street Roof Replacement", and having visited the site to examine the conditions that have the potential to affect the work, hereby proposes and agrees to furnish all labor, materials, equipment, and to perform all operations necessary to complete the work as required by the Construction Documents, for the stipulated sum of:

BASE BID PRICE at 2019 PRICING- Spring St Roof Replacement, 31 E. Spring St., Winooski, VT

One Hundred and Twenty Thousand Three Hundred and Sixty Dollars (\$ 120,360)

Alternate #1-Replacement of all roof insulation _____ Dollars (\$ 152,600.00)

Alternate #2-\$/SF for selective/spot roof insulation replacement _____ Dollars (\$ 3.50)

Alternate # 3-\$/LF for Weld-down Walkway Mat _____ Dollars (\$ 117,500.00)

Price Escalation Percentage for Spring 2020 Start _____ (5 %)

Price Escalation in Dollars _____ Dollars (\$ 6,018)

Adjusted TOTAL Price (with 2020 price Escalator) _____ Dollars (\$ 126,378)

The undersigned agrees that, if s/he is the selected contractor, s/he will, within five (5) working days after presentation of a Notice to Proceed by the Owner will, in accordance with the terms of this Invitation to Bid, furnish the required certifications of insurance and commence the submittal process.

- 2) The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all the other elements of labor employed or to be employed on the project.
- 3) The undersigned agrees to maintain and hold the bid price stated in this proposal for a period of forty five (45) days from the date of this proposal.
- 4) Barring unforeseen circumstances and/or delays, the undersigned intends to mobilize on site no later than 3 / 1 / 2020 and to substantially complete no later than 4 / 1 / 2020
- 5) Exceptions, exclusions, or changes are ___ / are not ___ proposed. (Attach separate sheet explaining exceptions, exclusions, or proposed changes for review)

Bid dated this 2 day of October, 2019

Submitted by: Shawn Francis Estimator
Name & Title

Signature: 

Company Name: Evergreen Roofing LLC

Email: Sfrancisevergreen@gmail.com Phone: (802)777-3209

END OF SECTION

RECEIVED
OCT 02 2019

10:08 AM

BY:

Bid Form (Specified Price) Amended August 14th, per Addendum #2

To (Owner): Winooski Housing Authority

- 1) The undersigned, having examined the construction documents titled : "Spring Street Roof Replacement", and having visited the site to examine the conditions that have the potential to affect the work, hereby proposes and agrees to furnish all labor, materials, equipment, and to perform all operations necessary to complete the work as required by the Construction Documents, for the stipulated sum of:

BASE BID PRICE at 2019 PRICING- Spring St Roof Replacement, 31 E. Spring St., Winooski, VT
 One Hundred Eighty Three Thousand, Seven Hundred Ninety Dollars (\$ 183,790.00)
 Alternate #1- Replacement of all roof insulation Add to Base Bid Dollars (\$ 92,615.00)
 Alternate #2- \$/SF for selective/spot replacement Add Per Sq. Ft. Dollars (\$ 9.75/Sq. Ft.)
 Alternate # 3- \$/LF for Weld-down Walkway Mat Add Per Lin. ft. Dollars (\$ 9.85/Lin.Ft.)
 Price Escalation Percentage for Spring 2020 Start (2.5 %)
 Price Escalation in Dollars Dollars (\$ 4,595.00)
 Adjusted TOTAL Price (with 2020 price Escalator) Dollars (\$ 188,385.00)

The undersigned agrees that, if s/he is the selected contractor, s/he will, within five (5) working days after presentation of a Notice to Proceed by the Owner will, in accordance with the terms of this Invitation to Bid, furnish the required certifications of insurance and commence the submittal process.

- 2) The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all the other elements of labor employed or to be employed on the project.
- 3) The undersigned agrees to maintain and hold the bid price stated in this proposal for a period of forty five (45) days from the date of this proposal.
- 4) Barring unforeseen circumstances and/or delays, the undersigned intends to mobilize on site no later than 04 / 01 / 20²⁰ and to substantially complete no later than 05 / 20 / 20²⁰
- 5) Exceptions, exclusions, or changes are ___ / are not ___ proposed. (Attach separate sheet explaining exceptions, exclusions, or proposed changes for review)

Bid dated this 2nd day of October, 2019

Submitted by: Sean P. Monahan, Operations Manager
Name & Title

Signature: 

Company Name: Monahan & Loughlin, LLC

Email: sean@monahaninc.com Phone: 518 747 4191

END OF SECTION

CNA SURETY

Bid Bond

Bond No. Bid Bond

CONTRACTOR:

(Name, legal status and address)

Monahan & Loughlin, LLC
4 Locust Street
Hudson Falls, NY 12839

SURETY: Western Surety Company

(Name, legal status and principal place of business)

151 N. Franklin Street
17th Floor
Chicago, IL 60606

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Winooski Housing Authority
83 Barlow Street
Winooski, VT 05404

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Spring Street Roof Replacement, Winooski VT

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 24th day of September, 2019

[Signature]
(Witness)

[Signature]
(Witness) Diane Moraski



Monahan & Loughlin, LLC
(Principal) [Signature] (Seal)

By: [Signature]
(Title)

Western Surety Company

(Surety) [Signature] (Seal)

By: [Signature]
(Title) Kathleen M Flanagan, Attgney-in-Fact

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Kathleen M Flanagan , Individually

of Farmington, CT its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

Surety Bond No.: Bid Bond
Principal: Monahan & Loughlin, LLC
Obligee: Winooski Housing Authority

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 27th day of February, 2018.



WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 27th day of February, 2018, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 24th day of September, 2019.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Checking account	Vendor	Amount	Total By Account	Checking account	Vendor	Amount	Total By Account
Conger Reserves	Latitudes Survey	\$ 5,300.00	\$ 5,300.00	Line of Credit SBA	Commonwealth Title Ins	\$ 3,327.00	
Main St Reserves	Gill Group	\$ 5,000.00	\$ 5,000.00		Gill Group	\$ 26,250.00	
	Latitudes Survey	\$ 15,000.00			FL Kochman	\$ 1,966.18	
	Donimion Due	\$ 16,760.50			Dinse P.C.	\$ 13,439.50	
	O'Brien & Kaffenberger	\$ 8,250.00			Primmer Piper	\$ 12,961.00	
	Gill Group	\$ 21,875.00	\$ 61,885.50		To cover checks	\$ 440.00	\$ 58,385.68
WHA Gen Fund	F.L. Kochman	\$ 31,853.59		Line of Credit FEA	Commonwealth Title Ins	\$ 2,743.00	
	Gill Group	\$ 5,000.00			FL Kochman	\$ 1,966.17	
	KD Associates	\$ 4,680.00			Dinse P.C.	\$ 13,439.50	
	Northfield Savings	\$ 8,300.00			Gill Group	\$ 17,500.00	
	Dinse P.C.	\$ 14,777.00			Primmer Piper	\$ 12,961.00	
	Gordon/Griffin	\$ 3,500.00			To cover checks	\$ 390.00	\$ 48,999.67
	T O'Brien Arch	\$ 24,345.00	\$ 94,878.54				
	Ed Willenbaker	\$ 2,422.95					
Fund Raising	Peterson	\$ 13,196.25					
	Gill Group	\$ 32,914.83					
	Donimion Due	\$ 23,510.50					
	Latitudes Survey	\$ 10,000.00					
	T O'Brien Architect	\$ 7,692.79					
	Tapia & Huckabay	\$ 1,189.50					
	F.L. Kochman	\$ 7,585.00					
	O'Brien & Kaffenberger	\$ 5,000.00	\$ 101,088.87				
			\$ 375,536.26				
Total By Vendor:	Latitudes Survey	\$ 30,300.00					
	Gill Group	\$ 108,539.83					
	Donimion Due	\$ 40,271.00					
	O'Brien & Kaffenberger	\$ 13,250.00					
	F.L. Kochman	\$ 43,370.94					
	Ed Willenbaker	\$ 2,422.95					
	Peterson	\$ 13,196.25					
	T O'Brien Architect	\$ 32,037.79					
	Tapia & Huckabay	\$ 1,189.50					
	Gordon/Griffin	\$ 3,500.00					
	KD Associates	\$ 4,680.00					
	Northfield Savings	\$ 9,130.00					
	Dinse P.C.	\$ 41,656.00					
	Commonwealth Title Ins	\$ 6,070.00					
	Primmer Piper	\$ 25,922.00					
		\$ 375,536.26					

Winooski Housing Authority

***** Executive Director Update *****

December 4, 2019

This section focuses on items not on the agenda, but of interest to the Board. Questions will be taken at the end of each meeting.

- Fire Safety for Senior Housing – We have now met with residents at all of the Senior Housing Properties (including the Courtyard). Chief John Audy (City of Winooski) and I held a meeting with residents and explained how the Fire Department responded to alarms so that everyone understood what to expect. We also reviewed what we wanted residents to do in a fire alarm situation. (handout attached) These were good meetings for those who could attend. We anticipate making an annual event, possibly through the SASH office, to emphasize personal safety. Residents agree these were helpful meetings.
- Training and Certification – Per my appointment letter, Wendy and I are looking into certifications. I am looking at regular training that is needed for my day to day job. To date, I have concluded
 - New Employee Orientation – HTVN
 - Grievance Hearing – HTVN
 - Procurement for Managers – HTVN
 - Section 3 Training – NAHRO
 - Fair Housing and Reasonable Accommodation – HTVN (Certification)
 - RAD Conversion, Accounting, and Financial Reporting (BDO)
 - Financial Management (HUD Exchange)

No significant change this month

Staff received training in the Whistleblower statute, though it was shortened due to weather. We will revisit the issue in 2020. It is vital that staff see their role in assuring the Authority acts in a manner that is above reproach.

Property Management Staff received training in managing lease violations and the eviction process. Our goal is to manage the process effectively so that our residents understand this is a serious process and is not typically overturned. This should reduce the number of folks violating lease conditions.

- Health Insurance – We received a presentation on health insurance and are in the annual Open Enrollment period. WHA does not offer a vision plan, which is usually part of the dental or health plan. We are working on adding a vision plan through Vermont League of Cities and Towns (VLCT). See Agenda Item

- Software – We received three bids for a new software provider. We have two that fell in the implementation costs of \$20,000. One appears to be \$4,000 less in annual fees. Both offer cloud operations where our data is accessible even if we could not work in our building. We have two demonstrations this month and one site visit. We should have a decision by the next meeting. The entire cost is under \$40,000 with installation. I believe staff will work together to choose the best option.
- Audit – We have a draft audit I am reviewing with our accountants. We will have two findings – one on procurement and one on the process of selecting a sample for SEMAP. I will make the audit and our responses available under separate cover as this is a draft at this point.
- Accounts Payable - We are working together on a revised Accounts Payable process. This will not directly address the finding in the audit but is part of helping us achieve some outcomes looking toward the new fiscal year. Our goal is to make sure Managers in all departments are responsible for their spending and has control and data to support that outcome. Now, invoices are coded in the Accounts Payable Office and Managers do not necessarily understand where they stand on their items.

The new process will require Managers to see all their invoices and to approve where the accounts where they go. Monthly, Managers will get a printout of the details of each of their accounts so they can be sure invoices landed correctly and they can see where they are against their budget. This will help as we prepare next year's budget.

Emergency Response for Tenants

POLICE:	Emergency 911	Non-Emergency 655-0221
FIRE:	Emergency 911	Non-Emergency 655-0221
MEDICAL:	Emergency 911	Non-Emergency 655-0221

Both numbers go to the dispatcher in the City who will notify the correct responders.

When you call, you will be asked to give:

Your Name

Your Address

Your Date of Birth

Your Contact Phone Number

Please be patient as this information is critical to responding

When giving details, you can give “83 Barlow Street – Senior Towers”. They have GPS if they need to look it up.

FIRE:

In a fire emergency, you will get response from four fire departments, rescue, and police. The plan is to have too many people rather than the delay of calling in extra. The size of the response does NOT reflect the danger of the event.

In the event of a fire alarm, stay where you are, close and UNLOCK your door, gather what you might need if you are to go outdoors INCLUDING MEDICATION, and wait - UNLESS you are in immediate danger.

IF YOU ARE IN IMMEDIATE DANGER leave through the nearest SAFE exit and locate a staff member or an emergency responder.

In the event of an evacuation, first responders will assist you out of the building. Where possible, they will use elevators. You can help by having what you need readily accessible.

COMMUNICATION:

During an event that extends over a period of time and impacts more than a single person, the building will have a communications tree. The Authority will text a group of people who have that service. Each person who receives the text will call neighbors, so that everyone can know.

GAS LEAK:

Natural gas is treated so it smells like rotten eggs. If you smell gas, leave the area immediately then call 911. DO NOT USE ELECTRICAL APPLIANCES. DO NOT TURN ON LIGHTS.

VIOLENT PERSON OR DANGEROUS OBJECT:

If you encounter a potentially violent person, get away from the situation and call 911. If you cannot call the police and danger is imminent PULL THE FIRE ALARM.