

Housing Authority of the Town of Windsor

Votes of the
Board of Commissioners
Regular Meeting
March 24, 2021

Commissioners present: Engelmann, Gutcheon, Jaamal

Commissioners absent: Mack

Issue	Vote
To elect Adam Gutcheon Chair Pro Tempore of the meeting	Aye: Engelmann, Gutcheon, Jaamal.
To elect Adam Gutcheon Chair of the Board	Aye: Engelmann, Gutcheon, Jaamal.
To elect Taariq Jaamal Vice-Chair of the Board	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-01	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-02	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-03	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-04	Aye: Engelmann, Gutcheon, Jaamal.
To approve Resolution 2021-05	Aye: Engelmann, Gutcheon, Jaamal.
To enter Executive Session concerning the employment, performance, and evaluation of a public officer or employee (Discuss complaints received against WHA staff)	Aye: Engelmann, Gutcheon, Jaamal.
To exit Executive Session	Aye: Engelmann, Gutcheon, Jaamal.
To adjourn	Aye: Engelmann, Gutcheon, Jaamal.

2021-01: A resolution requiring certain documents to be provided to the Board of Commissioners

Whereas, the Board of Commissioners requires a steady flow of information from the administration in order to fulfill its duties; and

Whereas, individual commissioners have requested certain documents from the Executive Director, but have not received them; and

Whereas, an appeal is currently pending before the State Freedom of Information Commission regarding the Executive Director's denial of one commissioner's request for documents;

Now therefore be it Resolved, that the Executive Director is instructed to provide the following documents, or those of the following which exist, to all members of the Board of Commissioners by Wednesday, March 31, 2021:

1. Policies of the Housing Authority of the Town of Windsor, including:
 - a. Procurement policy
 - b. Personnel policy
 - c. Risk Management policy
 - d. Most recent strategic plan & goals
 - e. Executive Director evaluation process
 - f. Current lease form for each HATW-administered property
 - g. All other HATW policies duly adopted by the Board of Commissioners
2. Resident relocation plan for the Mill Brook Village project
3. HATW annual reports 2018-present
4. End-of-year income statements and balance sheets 2018-present
5. Most recent annual FDS submission
6. Current year budget and YTD budget versus actuals reports for each HATW cost center
7. Most recent IPA audit and closeout of findings/concerns
8. Capital fund plan and physical needs assessment
9. HATW Executive Director contract
10. Job descriptions for all HATW employees
11. Any currently operational agreement or understanding with the Housing Authority of the Town of Bloomfield.
12. Housing management policy (ACOP or state equivalent) for each HATW Asset Management Project.

And let be further Resolved, that the Executive Director is instructed to provide the following documents on a monthly basis by the Friday preceding each regular meeting of the Board of Commissioners:

1. Work order processing in prior month, broken out into how many called in, how many done, category of work order (routine/emergency) and whether it is resident caused damage
2. Tenant Accounts receivable

3. Accounts Payable
4. Budget to Actual
5. Contract register and log to track validity of contracts (not expired) and balances
6. Procurement activities and type
7. Report on resident relations
8. Personnel actions
9. Significant correspondence
10. IPA audits and closeout of findings/concerns

And let it be further Resolved, that the Executive Director is instructed to comply henceforth with the Connecticut Freedom of Information Act, Conn. Gen. Stat §§1-200 et seq.

2021-02: A resolution designating a countersigner to orders and checks

Whereas, the Board of Commissioners is empowered by Article III, Section 4 of its bylaws to designate one or more commissioners to countersign all orders and checks for the payment of money,

Now therefore be it Resolved, that Commissioner Carol Engelmann is designated to countersign all orders and checks for the payment of money by the Housing Authority of the Town of Windsor until the expiration of her term or the repeal of this resolution.

2021-03: A resolution requiring the Chair to solicit proposals for Board counsel

Whereas, the Board of Commissioners is from time to time in need of legal advice and representation, and

Whereas, the Board desires to retain its own counsel,

Now therefore be it Resolved, that the Chair is instructed to solicit proposals for counsel on behalf of the Board pursuant to the Small Purchase Procedures of the HATW Procurement Policy, for Board action at its April 2021 regular meeting.

2021-04: A resolution requiring the Chair to solicit proposals for auditor

Whereas, HATW is required by Treasury Department rules to undergo an annual audit by an Independent Public Accountant, and

Whereas, the Board wishes to ensure a thorough audit process of the highest integrity,

Now therefore be it Resolved, that the Chair is instructed to solicit proposals from qualified Independent Public Accountants for Auditor on behalf of the Board pursuant to the Small Purchase Procedures of the HATW Procurement Policy.

2021-05: A resolution requiring the Chair to solicit proposals for Clerk of the Board

Whereas, the Board of Commissioners wishes to ensure its minutes clearly reflect its actions,

Now therefore be it Resolved, that the Chair is instructed to solicit proposals for Recording Clerk on behalf of the Board pursuant to the Small Purchase Procedures of the HATW Procurement Policy, for Board action at its April 2021 regular meeting.