

**WINDSOR LOCKS HOUSING AUTHORITY
SOUTHWEST BOARD ROOM
120 SOUTHWEST AVENUE
WINDSOR LOCKS, CT 06096**

**REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 30, 2024**

MEMBERS PRESENT: Steve Bushnik, Giselle Rivera-Susaya, Ann Marie Claffey

MEMBERS ABSENT: Linda Zettlemyer & Pat Sidervage

ALSO PRESENT: Darlene West (Director of Housing)

CALL TO ORDER: Steve Bushnik called the meeting to order at 5:18 PM at the Windsor Locks Housing Authority, Southwest Board Room.

PUBLIC COMMENT:

Theresa Currier, S31 – Asked for clarification on if the lawn is still being mowed this year and complimented the land maintenance.

Darlene West noted that she will pass along the message to those who have completed landscaping.

ADOPTION OF MINUTES: Darlene West noted that the name of the new accountant listed in Accounts Payable should be corrected from Hailey Vetro to Hailey Fetro. Ann Marie Claffey made a motion to “**approve the August 26, 2024, meeting minutes as amended**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 3 in favor and 0 opposed.

CORRESPONDENCE: Darlene West noted that a FOI request was sent from a college student in West Hartford. Darlene West noted that she provided the information.

ACCOUNTS PAYABLE: Darlene West shared that the integration of QuickBooks, Happy and PHA records has faced some challenges. As soon as it is completed, there will be more accurate financials.

EXECUTIVE REPORT: Darlene West gave an update on occupancy. She mentioned that there was one unit that was being filled, but the person rescinded their application. Darlene West noted that staffing is short at the time. She also noted that Section 8 management will be outsourced. Discussion occurred about office hours, and it was reported that they are working out.

CHAIRMAN’S REPORT: No update given.

TENANT COMMISSIONER REPORT: No update given.

OLD BUSINESS:

- a. **Board Member Training:** A reminder was given to board members that they need to complete the Board Member training. It is offered through HUD for free or board members can attend a conference. Darlene West will be sending out the information.

NEW BUSINESS:

- a. **Officer Positions:** Discussion occurred on the status of the officer positions. Due to the full board not attending this meeting, it was decided that officer positions will be voted upon at the next meeting.
- b. **Policy Updates:** Darlene West noted that there are some policies that need to be updated. She will confirm that the guidelines for the WLHA programs meet the qualifications.
- c. **Tenant Handbook Review:** Discussion occurred on the draft tenant handbook. Board members should continue to review the handbook so it can be voted upon at the next meeting. The updated smoking policy and lock out policy, which are in the handbook, were discussed amongst board members.

PUBLIC COMMENT:

Arlene Godin, S27 – Asked if there was a tenant association and clarity on the lockout policy. Darlene West noted that there is not. But if anyone was interested, information can be provided. Darlene West expressed that if someone was locked out during business hours, they're allowed two instances of support before being charged.

ITEMS FOR FUTURE AGENDA: Steve Bushnik asked that Officer Positions Election, Tenant Handbook Vote and Policy Updates be added to the next agenda.

ADJOURNMENT: At 5:45 PM, _ made a motion **“to adjourn”**. Motion was seconded by Ann Marie Claffey. Without further discussion the motion passed with Giselle Rivera-Susaya in favor and 0 opposed.

Respectively Submitted,

Emily Kalenauskas
Recording Secretary