

## COMMISSIONERS' SPECIAL BOARD MEETING, OCTOBER 24, 2023

The Commissioners of the East Hartford Housing Authority held a special meeting by Zoom on Tuesday, October 24, 2023. The meeting was called to order by Chairman James Kate at 2:31 p.m.

1. ROLL CALL:
  - Commissioner Hazelann Cook
  - Commissioner Debra Crockett-Hatzidakis
  - Vice Chairman Prescille Yamamoto
  - Chairman James Kate

Absent was: Commissioner Allen Harrison

Also present were: Debra Bouchard, Executive Director, Christopher Pliszka, Finance Director and Brenda Pliszka, Executive Secretary/HR Director.

2. PUBLIC COMMENT

There was no one from the public to comment.

3. NEW BUSINESS

- a. Review and Approval of the SEMAP Policy

Ms. Bouchard said this is a policy that we needed to write for our compliance review for HUD. Originally, when they came in they said they did not understand our 2022 methodology of how many files we selected for 2022 SEMAP. For 2022, HUD made the Housing Authority a standard performer. Ms. Bouchard said we hope that this will be what HUD would like. She said that some of this is already in our ADMIN Plan, which is the policy that governs Section 8. This document is a separate plan the Housing Authority is writing which is more in-depth about how we are going to do the methodology and select random files to do our QC sample for the year.

The motion was made by Vice Chairman Yamamoto to approve Resolution No. CT013-217-10-2023 authorizing approval of the SEMAP Policy. Commissioner Cook seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

- b. Review and Approval of the Informal Hearing Policy

During HUD's compliance review, they noted that EOPs were not documented correctly. There was a discussion on how to document files when someone is no longer on the program and the right to due process. Ms. Bouchard said Ms. Naughton wrote this policy since she is the compliance officer and she does the hearing process and wanted to clear up how everyone is going to have due process from the time they enter the program through the end when they are actually on the program. Commissioner Cook said this is a great policy and she would like to use this. Ms. Bouchard told her she is more than welcome to it.

The motion was made by Commissioner Cook to approve Resolution No. CT013-218-10-2023 authorizing approval of the Informal Hearing Policy. Vice Chairman Yamamoto seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

c. Review and Approval of the Records Retention Policy

Ms. Bouchard said when HUD was doing the audit we run background checks for people when they enter the program and when that is done if no records were found we kept that in the file to prove that we actually ran the background check. According to HUD and Fair Housing, we are not supposed to even keep that in the file and they want us to destroy it as soon as we get it and just check the check box on the checklist. Going forward, that is how the background checks will be handled and if we do have actual criminal records that would end participation for someone on the program we would keep it until such time as we go through the hearing process and there is no litigation and it will be kept in a secure location and destroyed once everything is settled. Ms. Bouchard added a few other things that needed to be added about leasing files, payroll records, financial records and the timeframe of how long we need to keep certain documents. She understands that HR needs to be kept for the life of the program. This policy replaces the existing policy and states timeframes for disposal of documents.

The motion was made by Vice Chairman Yamamoto to approve Resolution No. CT013-219-10-2023 approving the Records Retention Policy. Commissioner Cook seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

4. 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 Cook said motion being carried by the unanimous vote of the Commissioners' present was adjourned at 2:50 p.m.

Respectfully submitted,

James L. Kate  
Chairman of the Board

ATTESTED BY:

Debra Bouchard  
Executive Director