

AGENDA
Tuesday, November 12, 2019
9:00 A.M.

1. Roll Call
2. Tenant Recognition
3. Guests
4. Correspondence
5. Maintenance Report for October, 2019
6. Old Business
 - Mandatory Board Member Training
 - Riddell Road 667-2 Septic Replacement
7. New Business
 - Performance Management Review
 - Fiscal 2020 Budget
 - Executive Director Contract
 - Fish #083047, window panel insulation, low bid award Almar, LLC
 - RCAT Advisory Board Nominations
 - Policy for Inspection Work Orders
8. Review and approve the Minutes of October 8, 2019
9. Review and approve Executive Director's Report for October, 2019
10. Review and approve Check Register through November 12, 2019
11. Review and approve the Employee Earnings through November 12, 2019
12. Review and acknowledge the Accountant's Report through September 30, 2019
13. Review and acknowledge the Quarterly Operating Statements through September 30, 2019

Executive Director's Report
October, 2019

Apartment vacancies as of October 31, 2019 – 2

New leases signed in October, 2019 – 0

Wait list applicants as of November 4, 2019 – 1574 family, 815 elderly/handicapped, 2303 Champ
Total. 2389 our total.

Credits: \$0

On October 28, 2019 Kim Gomez, Housing Management Specialist, and Rob Garret, Facilities Management Specialist, conducted the Performance Management Review (PMR) for DHCD. They reviewed the Maintenance Policy and Procedures Manual, the Deferred and Preventative Policies, the work order system, the flow of the work orders, and protocol for emergencies. They also visited several apartments. The only health and safety issues were in a family unit. The heater cover was missing in an upstairs bedroom and there was severe clutter around the boiler in the basement. Both issues were corrected within 48 hours.

EBI Consulting performed the Facility Condition Assessment October 29, 2019. Their assessment will be used as part of the calculation for our future formula funding. The main concerns were accessibility and sustainability. Ashiqur Rahman inspected 17 units while another assessor inspected the 8 accessible units.