**ELMIRA HOUSING AUTHORITY**

**OCTOBER 26, 2023**

**BOARD MEETING MINUTES**

PRESENT: CHAIRPERSON JAMES BRADY

VICE CHAIRPERSON DORINE FARR

SECRETARY BECKY BRADLEY

COMMISSIONER JOSEPH COST

COMMISSIONER LESLIE GORTON

ALSO, PRESENT: EXECUTIVE DIRECTOR KAREN SHAFFER

: DEPUTY EXECUTIVE DIRECTOR JAMES A MIRANDO

ABSENT: COMMISSIONER PHILOMENA JACK

LEGAL COUNCIL STEPHEN A AGAN ESQ

**COMMENTS FROM THE PUBLIC**

No comments from the Public.

**COMMISSIONERS OPEN FORUM**

Commissioner Jack and Legal Counsel Agan notified the Executive Director that they would be not attending todays meeting due to prior commitments.

**Commercial Liability, Commercial Property, Auto and Liability Insurance Review:** Every September or October of each year, the Housing Authority’s Insurance Policies are up for review and renewal. A seven-year spread sheet of the Housing Authority’s Commercial Liability, Commercial Property, Auto and Other Insurance cost was handed out to the Commissioners. The spread sheet discloses Real Property Coverage of approximately $57,000,000 and Business Personal Property, including Computers, Software, Earnings and Rents Coverage of approximately $2,000,000. Over the past seven years, the total insurance cost has risen from $110,848 to $194,308. Real Property Insurance Coverage Cost increased by $16,556 over last year. and over Seven Years the cost has risen by $60,386. More than double the premium. Dividends paid have average about $15,700.00. It was pointed out to the Commissioners that each Commissioner is bonded up to $1,000,000.

**Employee Health and Dental Insurance Review:** Management provided to the Commissioners**;** the Elmira Housing Authority’s 2024 Employees Health Insurance rates as provided through the Excellus blue Cross Blue Shield of Central New York Health Insurance Plan. The Plan increase approximately 7.4% for the 2024. The 2023 plan increased was 8.43% and the 2022 plan increased 7.32 A%. The Housing Authority pays 85% of the monthly health and dental insurance plan and the housing authority employee pays 15% of the monthly premium. An Employee with a family plan will pay a monthly premium of $496.99 per month or $5,963.88 yearly while the Housing Authority will pay $2,816.30 of the employees monthly premium or $33,796 yearly. An Employee with a spousal plan pays $348.11 monthly or $4,177.32 yearly and the Housing Authority will pay $1,972.60 monthly or $23,671 yearly; An Employee with a dependents plan pays $296.74 per month or $3,560.88 yearly and the Housing Authority will pay $1,681.55 or$20,178.60 yearly; and an employee who is single will pay $174.05 per month or $2,088.60 and the Housing Authority will pay $986.31 or $11,835.72 yearly.

Presently the Elmira Housing Authority has 16 employees; 9 with family plans, 4 with single plans, 1 with spousal plan and 2 with dependent plan. The cost to the Housing Authority is over $415,539. The 2021 Plan cost the Housing Authority $333,207. That is a 24.7% increase in Health Insurance cost.

**2024 Operating Fund Subsidy Calculations:** Management outlined to the Board of Commissioners the two (52722 and 52723) HUD Forms for completing the Operating Subsidy Calculations. The 52722 Form details the utilities (Gas, Electric, Water and Sewer) consumption and cost on a three-year rolling base with inflation and deflation factors to arrive at a Utility PUM (Per Unit of Measure) Expense Level. The 52723 Form details the Occupancy (Occupied dwelling units), that figures into the formula for Project expense, Utility Expense, Add-ons, and finally into calculation of the Operating /Fund Grant. A Past Five Year Calculation Comparison Sheet shows how the calculation have increased over the five years with the inflationary factors and Congress approval percentage. The final congress percentage will not be determined until later in the 2023 Year (start of the government’s 2024 Fiscal Year is October 1, 2023)

**Resolution** **Description** **Sponsor** **Status**

2023.072 Authorizing the Dispensing of the Reading of the Farr Passed Regular Board Meeting Minutes of September 28, 2023

2023.073 Congratulating Cathie Riker on her appointment as

Commissioner with the Elmira Housing Authority Withdrawn

2023.073 Authorizing Operating Fund Subsidy Calculations Forms Cost Passed

Flannery Apartments and Hoffman Plaza

2023.074 Receiving Correspondence from Housing Authority Insurance Cost Passed

Group REGARDS: Notification of Dividends

The Administration informed the Board of Commissioners that at the next Board Meeting the 2024 Financial Budget will be presented. And that the next Board Meeting will be Thursday November 16, 2023 (the week prior to Thanksgiving Day)

The Administration informed the Board that although the House of Representatives has elected a new House Chairman, the U.S. Government may shut down due to the uncertainty of the House of Representatives and the Senate agreeing to approve the 2024 budget which was supposed to begin on October 1, 2023 till September 30, 2024. Presently, the government is operating on a Continuing Resolution until November 15, 2023. If the shutdown occurs, the HUD Offices will close but the Housing Authority will continue to operate for at least 6 months.

Also, the Board was informed that if the shutdown does occur or not the situation of the HOTMA regulations will need to go into effect. The problem arises of the proper training and awareness to the residents. More on this topic will be brought forward from the local HUD Offices soon.

As no other business remained on the agenda, the offer was made to adjourn.

The Board Meeting was adjourned at 4:57 P.M. by Resolution 2023.075.

Becky Bradley

Secretary