

SHA Brown Bag Event

Meeting minutes

March 18, 2011, 12-1:00

Agenda:

12:00 – 12:30 Speaker Contract Coordinator – Gerald (Gerry) Nelson

12:30 – 12:45 Review of Special Reviews (SR requirements)

Gerry gave the group an overview of his role as contract coordinator and explained what he monitors when he makes a site visit. Below is a copy of a worksheet Gerry uses.

Project Based Contract Monitoring Outline March 15, 2011

Performance is measured on three parameters:

Utilization means the average leased units divided by the total contracted units.

Extended Vacancy occurs when a unit has been vacant for 120 days. The Project Based contract says that SHA can take the unit off the contract and reduce the total contracted units when a unit has been vacant for 120 days.

Paperwork Completion measures how complete and timely applications and move-ins are. This includes the processes for annual reviews and special reviews. Input will be gathered from SHA staff that work with agency staff and will be shared orally with agency management. The same input will be asked of agency staff.

Compliance is measured on several parameters:

1. Are all policies and procedures relating to management of project based units in writing and accessible to staff? _____
2. Does the manual contain policy and procedure on:
 - a. ADA reasonable accommodation process _____
 - b. A waiver form for a non-disabled tenant in an ADA unit _____
 - c. The Violence Against Women Act _____
 - d. Fair Housing _____
 - e. Waitlist maintenance _____
3. Is contractor using the current SHA Project Based Tenancy Addendum with VAWA clauses _____
4. Is the Fair Housing brochure/poster hung in lobbies and Rental Offices for applicants and tenants to view? _____
5. Are copies of certificates of completion for Fair Housing Training of resident managers and leasing personnel kept and readily accessible by management? _____

6. Have there been any complaints regarding the following? If so how were they resolved?
 - a. ADA _____
 - b. VAWA _____
 - c. Fair Housing _____
 - d. Waitlist _____
7. Is the grievance policy and procedure available to tenants? _____
8. Do the current PB tenants come from the building waitlist? _____

The second half of the Brown Bag was spent reviewing SR paperwork. The group was informed that the SR checklist is being updated and will be posted once approved on the SHA/PB website section under forms.

Mary Armstrong MR, Cert Spec II who recently took on PB buildings shared that she continues to receive SR packets with incomplete information. For example, the unit number is missing on the 385/386 form, or the resident starts working and submits employment verification however the employment section of the 385 is not filled in.

The Brown Bag ended with question and answers and staff spending time with provider representatives.