

**THA RECAP**

**PERIOD: JANUARY 1, 2014 – JUNE 30, 2014**

From Harriet Polansky, Executive Director

*To include, but not limited to the following:*

**Volunteer Breakfast**

The New Year got off to a great start with an appreciation breakfast for all the resident volunteers that have made a positive impact on Stern Village. First Selectman Tim Herbst, Joe Lucella, Director of EMS and Jenn Gillis, our Social Worker and Commissioners, Thelma, Suzanne and Linda Nassrah also joined us. While First Selectman Tim Herbst was here, he swore in Thelma Burr for her new term as Tenant Commissioner for everyone to see.

**Management Plans for 2014-2015**

The Management Plans for the Village and for the Congregate have been approved by the State, prior to the start of our new fiscal year, July 1st

**Resident Services Coordinator**

The State approved the position and salary for a full-time Residents Service Coordinator for Stern Village. I have started to review resumes and we hope to get someone in the position by August 1, 2014

**Addendum to Lease**

Created an addendum to include guarantors for residents. This is used to ensure payment of rent for some residents that need a guarantor.

**Congregate Attendants’ Responsibilities**

Since we have several part-time attendants and many work once a week, it’s easy to forget all the responsibilities of the position. A binder was created filled with a checklist of duties, emergency contacts, etc. for attendants to follow. The information in the book had diminished attendants from “forgetting” to do something required.

**Unsafe/Unsanitary Conditions**

Tenants that have been designated as having unsafe and/or unsanitary apartments have worked to make their apartment livable. The Public Health Department has helped coach these residents.

**Policies and procedures**

A pre-occupancy inspection form has been implemented for new residents to sign, as well as a key form to track keys given to residents.

**Directional Signs for Stern Village**

I worked with the Rotary to procure funding for all the new signs around Stern Village. The signs have made an immediate impact and first responders can now find apartments easily.

**Harriet’s Monthly Tuesday Tea**

Attendance for my monthly *Tuesday’s Tea with Harriet* is still going strong. We’ve had guest speakers such as Mark Mancini from Stop & Shop, Alex Russo, Assistant Fire Marshall discussed kitchen fire prevention, Bill Maurer and Mark Kuczo from the sewer department discussed what should and should not be flushed, Rhonda Mercer from Aquarion discussed the importance of water conservation and drinking water, as well as provided the residents with water bottles. Jeb from the Lakewood Trumbull YMCA discussed the Silver Sneaker Program and other programs for our residents.

**Clogged drains**

Sink strainers were purchased for the residents to help keep things from going down the drain, which could lead to a serious problem.

**Non-smoking apartments**

Since January, I have converted an additional 16 smoking apartments to non-smoking. We now have 124 non-smoking apartments at Stern Village.

**Substitute Cooks**

I implemented having “fill-in” Chefs, when Lorraine, our cook is unavailable to work. This has saved us a considerable amount of money by not ordering food from a restaurant.

**Recertification:**

Neil has completed the 2014 re-certifications for our 186 residents.

-This year, *for the first time*, Neil provided every resident with a detailed break-down of how the rent was calculated. Neil meticulously explained the rent calculation to every resident. If anyone did not understand the calculation, Neil explained it again.

**Rehabilitation & Renovation for Stern Village**

After a lengthy RFP process, The THA Commissioners, Neil and I selected Millennium to assist us with the much needed rehabilitation and renovation of Stern Village.

Neil and I have attended several meetings at CHFA to discuss funding opportunities and state requirements.

The state mandates hiring an Environmental Specialist and for a Phase 1 study, as well as an Architect. We have placed ads for RFQs for an Environmental Specialist and will be placing ads for RFQs for an Architectural Firm.

As per Connecticut General Statutes Section 8-64c, the state mandates creating a RPP or Resident Participation Plan, prior to requesting funding.

I have received approval from the state to use an outside consultant, *at no charge to the THA,* to work with the residents on creating a Resident Participation Committee. We will be meeting with her shortly.

**Protocol for Congregate Residents**

A protocol was created and will be used when residents are released from hospitals and care-facilities for return to the Congregate.

**New Map and Logo**

I was able to get the graphic designs students of the University of Bridgeport to create a new logo and new map for us.

**Nichol’s Garden Club**

On Valentine’s Day the Nichol’s Garden Club provided me with a dozen flower arrangements to give to residents. A drawing was held in the dining room of the Congregate and the Community Room for the flowers.

**UI Lighting Project**

The new, brighter lights including the additional ones around the perimeter near the woods, have made a significant difference.

**Scrap Metal**

We started collecting scrap metal near the maintenance building, rather than put it into the bulk area for anyone to take. The money we will make from selling the metal will bring in small additional income.

**Charter Cable**

I negotiated with Charter for a lower monthly fee for expanded service for the communal TV in the Congregate. The residents now have the sports channels they have been wanting.

**Procurement Policy**

A procurement policy was created and vetted by our THA Attorney and approved by the board.

**Hair Salon**

The hair salon located on our property is a convenience for the residents. The two women that run it do not pay rent or have liability insurance. We added the Hair Salon to our general insurance policy and created liability wavers for the beauticians and their clients to sign.

**Congregate Kitchen & Dining Room**

The format of the menu was updated to make it more detailed and easier for residents to fill out their weekly preferences. We also implemented measures to provide better direction to the “fill-in” cooks and make it easier for them when they work in the kitchen.

**CPR Training**

I organized a mandatory CPR training class for employees and residents were also welcome to take the training. The training was conducted by Joe Lucella, Director of EMS and Barbara Crandall, an EMS first responder.

**Passover & Easter Celebration**

This is the 2nd Passover & Easter Celebration that I coordinated for our residents.

**No Pets Allowed**

We have signs on the door of the congregate and attendants are instructed that pets are not allowed in the congregate unless owned by a resident. No pets are allowed in the community room for obvious reasons.

**TD Bank**

Neil and I are working on a grant from TD Bank for that would pay for the first year salary of a Resident Services Coordinator.

**Food Costs**

We are working to decrease the cost of non-food items for the Congregate.

Currently, we are on a state contract with our food distributor that only covers food items.

**Golf Cart for the SVNW**

*As part of my Corporate Outreach:*

Rob Scinto, Jr. of R.D. Scinto has provided us with $2,500 to be used to get a golf cart. Our resident, Don Scinto was instrumental in getting the funding for the golf cart. The cart will be used by our SVNW, as well as used to transport our elderly, frail and disabled residents to the Community room for activities and events.

The cart has been purchased and should arrive at Stern Village the end of June.

**Wii Gaming System for Community Room**

*As part of my Corporate Outreach to Aquarion:*

Based on my discussions with Rhonda Mercer of Aquarion, we now have a Wii System and games for our Community Room. Aquarion purchased the systems, extra controllers and an assortment of games.

**Bus to Bridge House**

Working with GBT, I was able to get a bus to Bridge House for our residents.