

Shepherd Home Advisory Committee

MINUTES

February 11, 2026

5:00PM

Location: Zoom video and in-person at Shepherd Conference Room

Present: Atty. Ralph Wilson, Atty. Seb Giuliano, Chairperson, Takisha Bryant, DeMarcco, Cathleen Meaden, Columbus House, Sherry Garner DeMarcco

Absent: Vinnie Loffredo, vice chair, Phil Cacciola, Louis Gill, Columbus House CEO and, Larry Riley

Seb Giuliano opened the meeting at 5:03 PM.

Motion to approve minutes from last meeting. Approved.

Public Session

No public comments.

Occupancy

5 total vacancies waiting on Housing Authority to complete inspections in order to approve move ins. Discussion around how best to facilitate getting the inspections completed. Both Seb and Ralph believed the best course of action is to send an email to the Director of the Housing Authority and copy both the Shepard House Board and the Board of Directors of the Housing Authority. It was also suggested to include Rosa DeLaura's office on the email. Concern regarding the relationships that are necessary to carry out this work successfully were expressed. DeMarco agreed to contact the Housing Authority to discuss the concern regarding delays and to request resolution. DeMarco will include a timeline with communication. Sherry will also review the HAP contract and see if there is a vacancy clause. If so, Sherry will submit for payment for period we have been waiting for Housing Authority. One tenant has been waiting for approval since September 2025.

Financials

Reviewed preliminary financials from January 2026 due to books not yet being closed. No concerns noted.

Rent payments unit 210 is paying current portion of \$706 Past due is in default and they have been referred to legal.

Unit 306 owes \$3,304. Due to increase in income he will be taking on the full rent and will no longer have a voucher. Sherry will need to check if his max rent exceeds Tax Credit Program. Also working with him to identify assistance for back due rent. He has been paying toward his back due rent each month.

Building Issues:

New filters came in and are being replaced. The fence enclosure for the dumpsters was completed. Only 5 work orders were entered for January.

Capital Needs Assessment

The CNA has not been accepted and we are still awaiting an update. Company conducting the CAN reported that some of the issues identified on the outside of the building were not part of the rehab. A question was raised if fire door requirements have changed since 2019. This will be continued next meeting.

Donations:

Homemade Valentines Cards for the Vets were dropped off.

Other:

Motion to adjourn at 5:46pm

Next Meeting March 11, 2026, at 5:00pm.

Submitted by,

Cathleen Meaden