

## **FINANCIAL REPORT**

**Brian E. Seholm, Chief Financial Officer**

**November 18, 2021 Board Meeting**

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- **Human Resources Report – prepared by:**

**Bonnie J. Lytle, Director of Human Resources**

- **Chief Financial Officer's Report**

- **Financial Statements for October 2021**

## **HUMAN RESOURCES - ACTIVITY REPORT**

**Bonnie J. Lytle**

**Park New Haven Board Meeting, November 18, 2021**

### **Personnel**

- A list of new hires and employees terminating employment in October, 2021 is attached to this report.
- Interviews are continuing to fill vacant positions. A Maintenance B position was recently filled. Two Security weekend casual positions and a Security Floater position are vacant.
- The Mystery Shopper program, which was temporarily suspended due to the COVID-19 closure of our facilities, has still not yet resumed but will do so as soon as there is a significant increase in parkers.
- A Motion to approve annual holiday gift cards for all employees is on the agenda this month.
- A survey was sent to all employees this month requesting their COVID-19 vaccination status. The survey was anonymous.
- The City of New Haven is requiring all vendors to implement a COVID-19 Mandatory Vaccine & Testing policy. As a vendor for the City, we are in the process of drafting a policy for Parking Authority employees. A Motion regarding this policy is on the agenda this month.
- **Arbitrations/Unemployment Hearings**
- No arbitrations or unemployment hearings are scheduled at this time.

### **Insurance Claims/Lawsuits**

Correspondence from our legal counsel is being prepared to send to our insurance company to indemnify the City, which is also named as a defendant in the following two lawsuits:

**L. Aquavita v. NHPA et al**

The plaintiff claims injuries as a result of an alleged trip and fall in the area of the elevator on

**Human Resources Report**

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Level 3 of the Air Rights Garage on December 30, 2019, which she claims was the result of a wet floor.

**J. Teixeira v. NHPA et al**

Interrogatories as requested by the plaintiff's counsel have been completed for this lawsuit. The plaintiff claims injuries due to an alleged assault by a group of individuals in the Temple Street Garage on March 6, 2020 when he returned to his car which was parked in the garage.

- A patron who parked in the State Street Garage reported that an unknown vehicle struck his car on October 8, 2021. The patron filed a claim for damage to his vehicle.
- A check was received from our insurance company as payment for the repair of the significant damage done at the Temple Street Garage by a vehicle on October 5, 2019 when it crashed into the wall on the fourth level,
- One employee injury was reported in October. A Maintenance employee reported that she felt back pain on October 19 as she was lifting a box from a truck. She did not lose any work time as a result of the incident.

**Cyber Security Training**

- Cyber Security training, which is being required on an annual basis for all administrative employees, including Managers and Supervisors, has been completed by all administrative employees by the due date of October 20, 2021.

Respectfully submitted,

*Bonnie J. Lytle*

Bonnie J. Lytle  
Director of Human Resources

**PARK NEW HAVEN PERSONNEL CHANGES OCTOBER, 2021**

**NEW HIRES**

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>POSITION</u></b>
Cristian Montanez	October 24, 2021	Security

**EMPLOYEES TERMINATING EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>POSITION</u></b>
Jose Anes	October 20, 2021	Maintenance B

# Chief Financial Officers Report

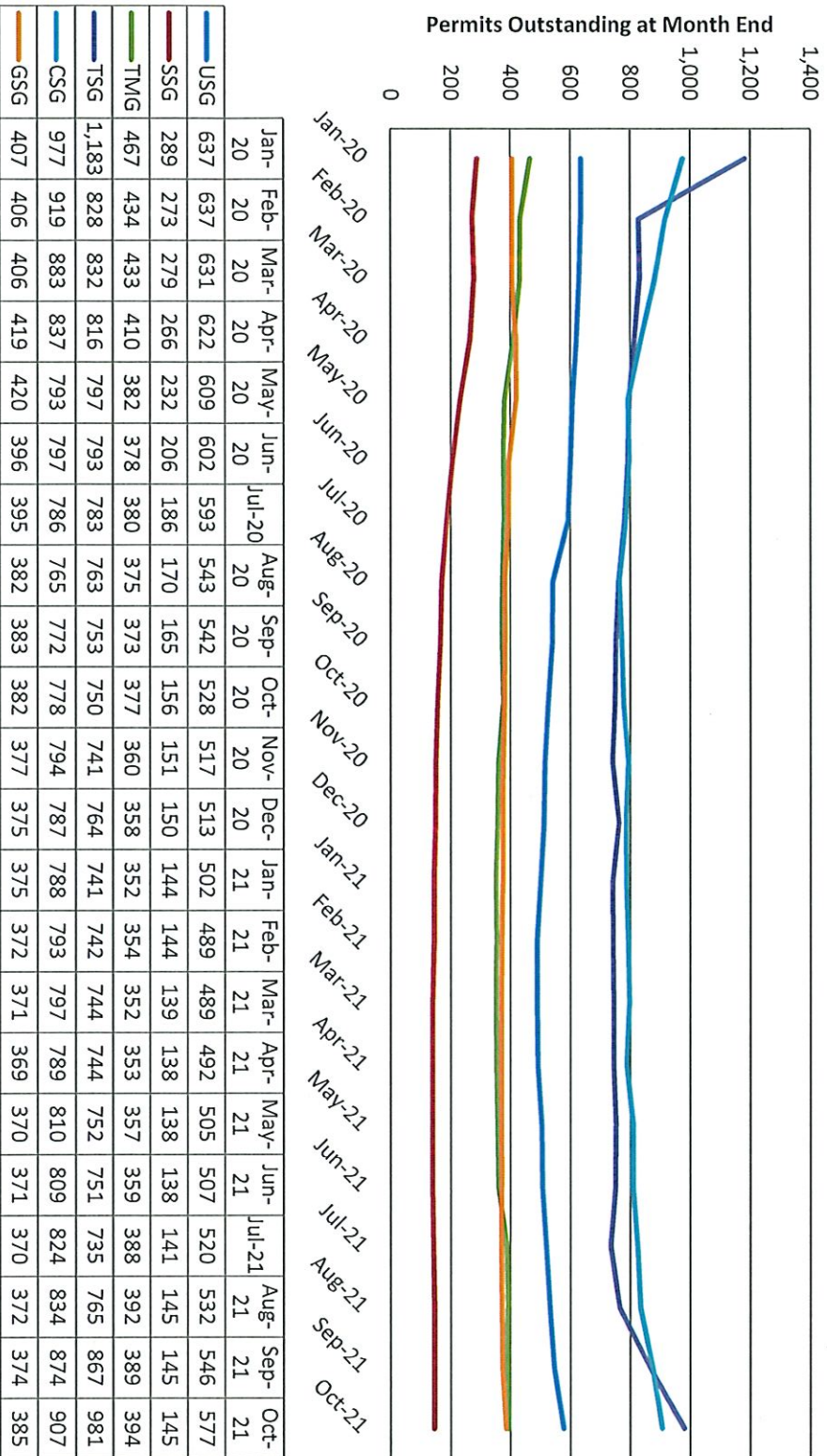
## October 2021

- Monthly Permits by Garage
- Transient Permits
- Multiview – go live update
- Audit presentation



# Monthly Permits by Garage October 2021

## Total Monthly Permits Outstanding by Garage



## Multiview Go Live – November 1, 2021

The new NHPA accounting (Multiview) system is up and being used for:

1. Purchase orders
2. Accounts payable
3. Journal entries
4. Reports – back office and Financial Reports
5. Rent and Miscellaneous Billing
6. Budget for FY2022 is loaded and verified

Outstanding challenges needed to complete:

1. Balancing and verification of prior period history and fixed assets load.
2. Presentation of reports after history load.

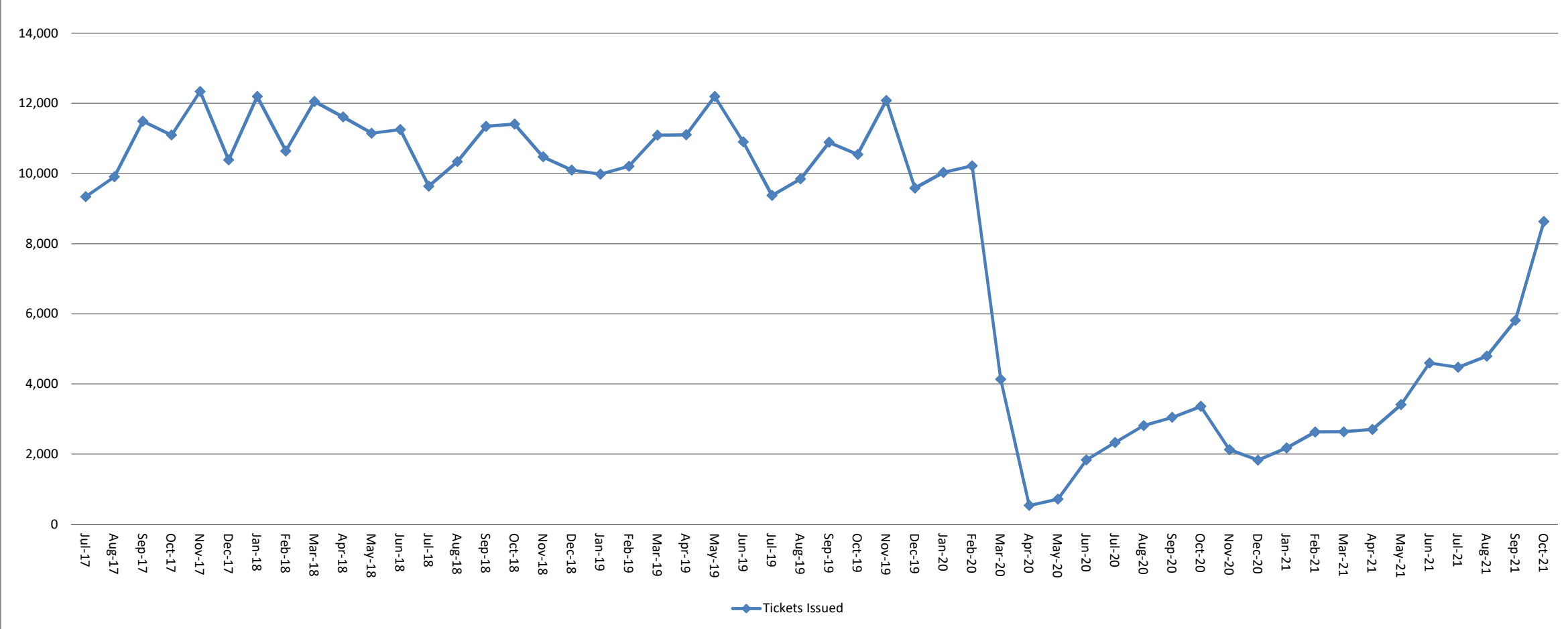


## PNH Board Meeting – November 18, 2021

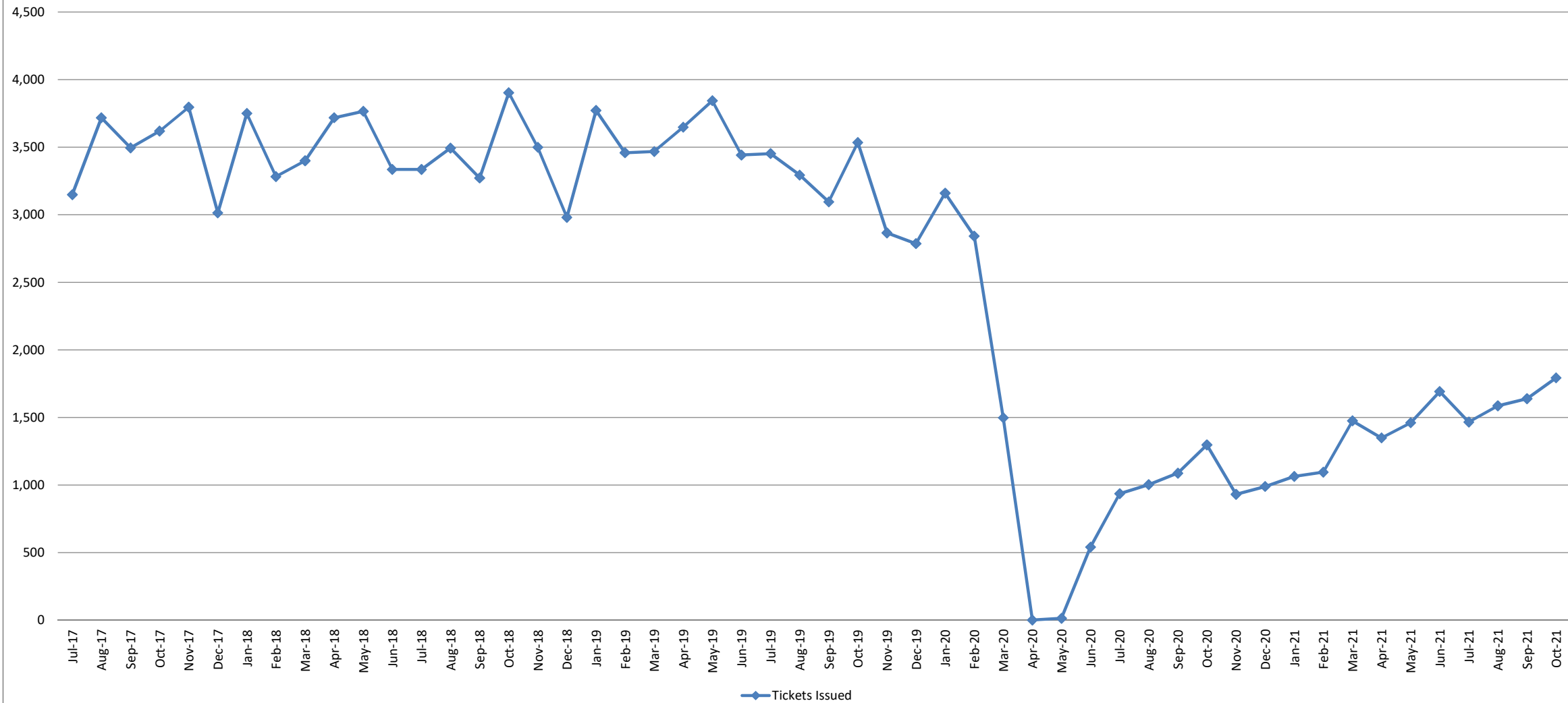
- Tickets by location – Downtown Garages.
- Monthly Permits by location – Downtown Garages.
- New system implementation – Multiview.
- Fiscal Year-end June 30, 2021 Audit presentation.
- FY2023 Budget, early start.

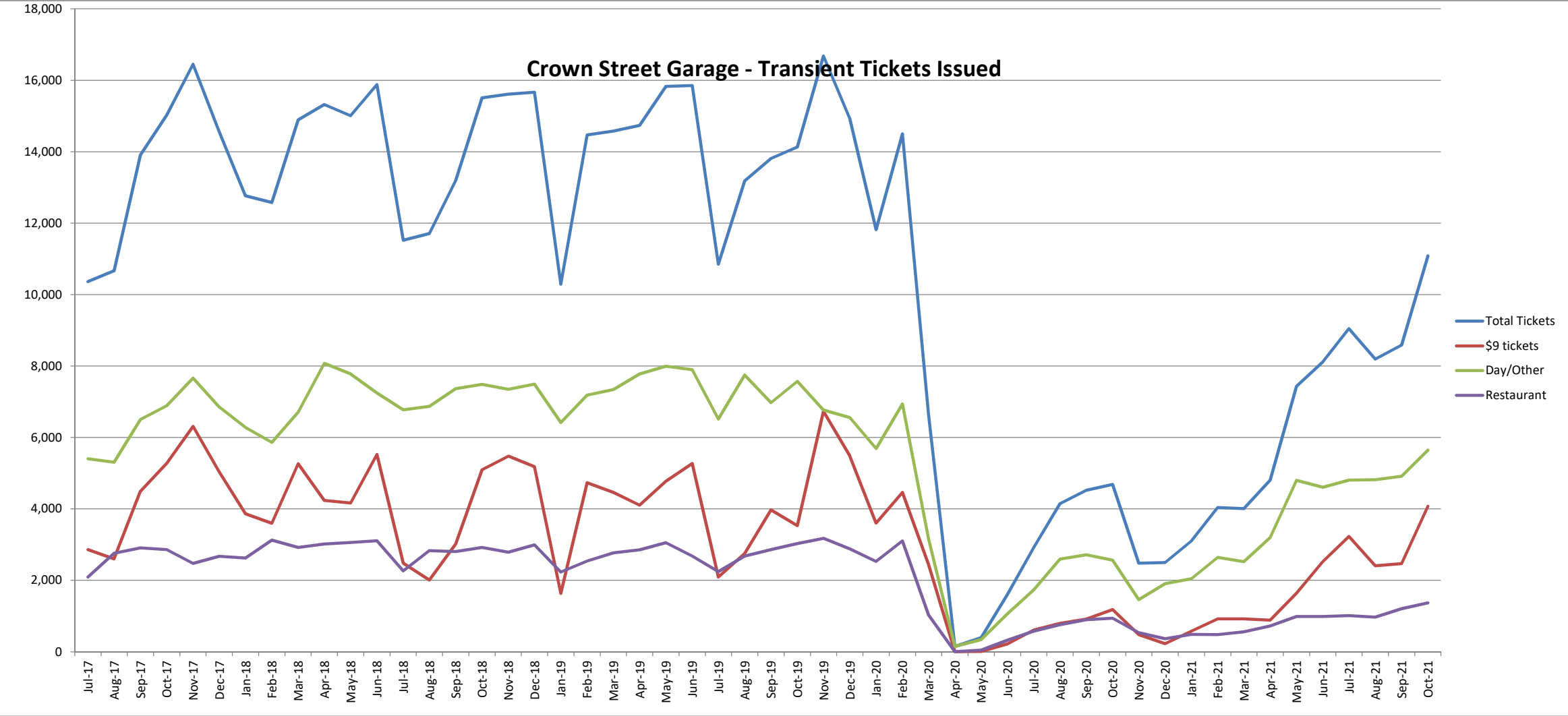


Temple Street Garage - Transient Tickets Issued



Temple Medical Garage - Transient Tickets Issued





**NEW HAVEN PARKING AUTHORITY**  
**CHECK LOG - BOARD OF COMMISSIONERS**  
***PAYROLL - WEBSTER ACCOUNT 23132883***

**PERIOD:** Oct 2021

<u>DATE PRINTED</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u> <u>(\$3,000 limit)</u>	<u>REASON</u>
N/A			NO MANUAL PAYROLL CHECKS ISSUED