

**Newark Housing Authority
Board of Commissioners
April 12, 2017**

Summary of Meeting Minutes

Opening:

Before the regular meeting of the Board of Commissioners was called to order, the board members in attendance voted to elect a present member to Chair the meeting in the absence of the Chairperson, Lloyd Harris Sr. and Vice-Chairperson, Kevin Heitzenroder. Mrs. Smith made a motion for Ms. Shand to Chair the meeting. This motion was 2nd by Mrs. Lane.

Aye 4 (Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 4 to 0
Abstain 0

As acting Chairperson, Ms. Shand called the meeting to order at approximately 5:03 p.m. The first order of business was roll call.

I. Roll Call:

Board of Commissioners present: Donna Shand, Sharon Smith, Peter Hartranft, Janaki Ram Ray and Nikki Lane. Marene Jordan; Executive Director and Donald Gouge Jr. were also present. Absent were: Lloyd Harris Sr. and Kevin Heitzenroder.

II. Approval of Minutes:

(a). Minutes from March 8, 2017

The Chairperson asked for approval of the March 8, 2017 meeting minutes. Mr. Ram Ray made a motion to approve the minutes. The motion was 2nd by Mrs. Lane.

Aye 4 (Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 4 to 0
Abstain: 0

III. Report of the Executive Director:

(a). Staff Report:

The Chairperson asked for approval of the March 2017 Staff Report. Before any action was taken, Mrs. Jordan mentioned the following as an update:

- **Commissioner Training:**

NHA received proposals and agendas from both NAHRO & NAN McKay Professionals interested in providing Commissioner Training. Nan McKay training includes 2-days of training covering the material of Essentials for Commissioners and provides a certification of completion.

The price is \$5,500 with 10 participants and NHA hosting the training. NAHRO's training includes 3-days of training covering the material of Commissioner's Fundamentals & Ethics for Commissioner and also a certificate of completion. The price is \$5,745 with 10 participants and NHA hosting the training as well. The prices include the instructors' fees and materials.

A brief discussion took place regarding training cost, length of time needed to complete the training and the material to be covered.

Mr. Hartranft asked what specifically will the training cover for 2-3 days? NHA responded the material includes Board Responsibilities, Board Governance, Roles of Commissioners, insight on the programs naming just a few topics to be covered. Mrs. Jordan was asked to circulate the agendas/proposals received regarding the board training proposed to all board members.

Mr. Ram Ray asked is there any training offered on the State level. Mrs. Jordan responded, DE NAHRO may offer Commissioner training at the Annual Conference. Usually NAHRO and MARC NAHRO provide the training because their conferences are usually held for more than one day. Mrs. Jordan added DE NAHRO Annual Conference will be held in Dover sometime in May. Mr. Ram Ray asked for the date to be circulated to the board.

NHA was asked to look into training for commissioners for either a ½ day or 1 full day. The material to be covered will be a basic overview with a certificate of completion if possible.

- **Fair Housing Training:**

NHA attend Fair Housing Training on March 30th. The purpose of the training was to be made aware of any updates since the last training. The training is designed to inform all of the Fair Housing Laws. Representatives from the State of DE are having discussions into how this training can be provided to landlords, local officials etc....to insure everyone is aware of the Laws surrounding Fair Housing.

- **HUD's New Affirmatively Furthering Fair Housing (AFFH) Regulation:**

NHA attended a meeting to discuss the upcoming Fair Housing Assessment that has to be conducted by the State of DE. All housing authorities and any jurisdiction that receives federal funds are required to complete an assessment. The State of Delaware has proposed that we do one assessment for the entire state. The collaboration agreement will cover all housing authorities, New Castle County, the City of Wilmington, the City of Dover and the City of Newark. NHA is in full support of one assessment. DSHA will take the lead and all parties will have a responsibility in reporting data for their jurisdiction and will be required to attend meetings once the steering committee is developed. DSHA has already applied for HUD technical assistance and will be soliciting the services for a consult.

The purpose of AFFH Regulation is to take meaningful actions that overcome patters of segregation ad foster inclusive communities; and address significant disparities in housing needs and in access to opportunity to say the least.

Some of NHA’s challenges are the lack of affordability in both the private sector and in offering rent based income units under our rental assistance programs.

The Chairperson asked for approval of the Staff Report. Mrs. Smith made a motion to accept the Staff Report. The motion was 2nd by Mr. Hartranft.

Aye 4 (Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 4 to 0
Abstain 0

IV. Committee Reports:

A. Report of Policies & Procedures & Compliance & Personnel Committee – Chairperson (Mrs. Smith):

As Chairperson of this sub-committee, Mrs. Smith, reported there is no activity to report from the committee. However, she thanked Mrs. Jordan for updating Commissioner Board Terms and circulating a copy to all board members.

B. Report form Development Committee – Chairperson (Mr. Heitzenroder):

The Chairperson of this sub-committee, Mr. Heitzenroder, was not present for the meeting. In his absence Mrs. Jordan provided the following as an update:

(a) Development Update:

Public Meeting:

Mrs. Jordan mentioned the Public Meeting held on March 22, 2017 at the George Wilson Community Center was well attended. A copy of the minutes from the meeting was provided. The Meeting was held to discuss the HUD required Section 106 of the Nation Historic Preservation Act & Historic Properties as it relates to NHA’s proposed plans to sale 101 New London Road. A slideshow was presented by one of NHA’s consultants (Dr. Hatch from Dovetail Cultural Resource Group). Dr. Hatch reconfirmed that 101 New London Road is located within a National Register of Historic Places in an eligible district known as the New London Historic District. This district is eligible for its significance as an African American community in Newark. Reference as also made to a New London Road Community Walking Tour for this area that was performed by the University of Delaware.

Mrs. Jordan mentioned some folks who attended the meeting were there to ask question or wanted clarification in what steps can be taken to acknowledge this once African American Community? Mrs. Larrivee from the DE State Historic Preservation Office mentioned (if agreeable) perhaps a plaque or some

type of signage could be dedicated to this area. Mrs. Larrivee was very instrumental in answering the core questions during this meeting. The St. Johns African Methodist Church will be celebrating its 169th anniversary and the Pastor in attendance was interested in knowing what steps can be taken to have the church listed on the National Registered lists. The Pastor was provided contact information to assist him.

Mrs. Jordan mentioned there did not appear to be an opposition from anyone in attendance if NHA were to move forward with the sale. She mentioned Mrs. Shand attended the meeting as well as all of NHA's RAB Members.

Mrs. Hawkins Director of the Philadelphia HUD Office (facilitator of the meeting) mentioned the next steps will be to have a conference call to further discuss the project. NHA's consultant (Doevetail) will perform a preliminary archaeological reconnaissance of the property and provide additional information to all in attendance. In conclusion, Mrs. Jordan suggested affording the public an additional 30 days to provide comments or ask additional questions before moving any further. This was agreeable by all project representatives.

RFP 2017-01 Re-solicitation of A/E Services:

Mrs. Jordan informed the board of receiving five (5) proposals from interested firms regarding the re-solicitation of A/E Services; and, of the five received only four (4) were reviewed. One was disqualified because it was received late. The proposals were reviewed based on the best proposal responsive to the requirements of the statement of work resulting in the greatest benefit and best value which may not necessarily be determine based on price. The contract was awarded to Haley Donovan/Landmark Science & Engineering.

Letter of Support from the City of Newark:

Mrs. Jordan informed the board she has followed-up on NHA's request to receive a letter of support from the City of Newark supporting NHA's attempt to improve the quality of our aging housing stock. The letter requested was of "General Support". She mentioned a delay which could be contributable to the recent announcement of the City Manager. Shortly before that announcement, Maureen Feeney-Rosser retired after 25 years of service.

Mrs. Lane asked for clarification into how many responses NHA received during the 1st and 2nd solicitation for A/E service.

- The 1st Solicitation, NHA only received on proposal
- The 2nd Solicitation, NHA received five (5); only four (4) were reviewed and one (1) was disqualified

Public Interest:

Mrs. Jordan informed the board of the public's continued interest in our scattered site properties. Mr. Prettyman is very interested in acquiring a duplex on W. Cleveland Avenue. Since the Newark Post follow-

up story regarding the Public Meeting regarding the proposed sale of 101 New London Road NHA has also received interest from developers interested in partnering to redevelop our housing stock.

C. Report of Finance Committee – Chairperson (Ms. Shand):

The Chairperson of this sub-committee, Ms. Shand, presented the financial reports to the board.

(a) Monthly Financials

In reviewing the Budget vs. Actual Report for the period covering April 1, 2016 - February of 2017, Ms. Shand referred to the Profit & Loss Budget vs. Actual report for the LIPH program. She noted the report reflects a net income and the report is consistent with the prior financial reports. She asked when does NHA make its pilot payment? NHA responded, the payment was made in March and the expense will reflect in the March financial reports.

Ms. Shand referenced the Profit Loss Report for the Sec8 Program. The report for the period covering April 1, 2016 – February of 2017 also shows a net income.

She asked did anyone have any questions regarding the monthly reports? There were no questions.

Mrs. Jordan noted the net income appearing on the Profit & Loss Report would not be that significant if another staff member was hired. The budget included wages for the hiring of an Administrative Assistant. However, there would still be a surplus (just not as significant) that will appear on the reports as of March of 2017 the end of our fiscal year.

Strategic Planning Committee – Chairperson (Ms. Shand):

The Chairperson of this sub-committee, Ms. Shand, reported the committee did meet on Thursday, March 23rd. A full report from the committee will be shared at the next meeting. The report will include the committee’s plan of addressing the action plan objectives. The committee is scheduled to meet again on Wednesday, March 3rd at NHA at 5:00pm.

V. Attorney Issues:

None

VI. Old Business:

- A. From the other Commissioners: None
- B. From the Executive Director: None
- C. From Legal Counsel: None: None

VII. New Business:

- A. From Commissioners:

Mr. Ram Ray inquired into the need for attorney to be present at board meetings being attorney fees are costly?

Mrs. Jordan mentioned the attorney charges NHA a reduce rate that is very competitive; and, these fees are budgeted for annually.

Mrs. Jordan added former board members had previous discussion about if the attorney should be present at our monthly meeting. The conclusion was having the board member present allows for legal issues that may come up to be dealt with during the meeting. This decision was supported then.

Mrs. Shand stated her preference in having the attorney present during our month meetings.

Mrs. Smith agreed with the idea of the attorney being present to handle any legal issues that may occur during the meetings.

Mrs. Lane clarified that the decision to have the attorney present at board meetings is not a policy. NHA responded that is correct no formal policy was adopted. NHA had adopted a standard operating procedure.

Mrs. Lane inquired into the status of NHA's website. NHA advised the website is in limbo with little progress. She asked that NHA look into contacting another website designer/host.

B. From the Executive Director: None

C. From Legal Counsel:

Mr. Gouge reported the only activity from legal counsel was his inquiry NHA's acceptance of a late bid which was disqualified. He informed this decision is consistent with State and Federal law that does not allow consideration of late bids.

VIII. Visitors and/or Petition: None

IX. Adjournment:

The Chairperson of the board made a motion for the meeting to adjourn. The motion was 2nd by Mrs. Lane and Mr. Hartranft.

Meeting adjourned at 5:33 PM

Minutes Submitted by: Marene M. Jordan, Executive Director