

**Newark Housing Authority
Board of Commissioners
January 11, 2017
REVISED February 9, 2017**

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order by Vice-Chairperson, Kevin Heitzenroder on January 11, 2017 at 5:00 p.m. sharp at the request of the Board Chairman – Lloyd Harris Sr.

I. Roll Call:

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

Absent:

Nikki Lane and Janaki Ram Ray

II. Approval of Minutes:

(a). Minutes from November 9, 2016

The Vice-Chairperson asked for approval of the November 9, 2016 meeting minutes. Mrs. Smith made a motion to approve the minutes. The motion was 2nd by Ms. Shand. The minutes were approved by all in attendance.

Aye 4 (Ms. Shand, Mrs. Smith, Mr. Hartranft and Mr. Heitzenroder)
Nay 0
Motion passed, Vote: 4 to 0

(b). Minutes from November 30, 2016

The Vice-Chairperson asked for approval of the November 30, 2016 Public Meeting – Special Meeting minutes. Mr. Hartranft made a motion to approve the minutes. The motion was 2nd by Ms. Shand. The minutes were approved by all in attendance.

Aye 4 (Ms. Shand, Mrs. Smith, Mr. Hartranft and Mr. Heitzenroder)
Nay 0
Motion passed, Vote: 4 to 0

III. Report of the Executive Director:

(a). Staff Reports:

The Vice-Chairperson asked for approval of the November and December 2016 Staff Reports. Before any action was taken, Mrs. Jordan mentioned the following as an update:

- The Section 8 waiting list will re-open on January 18th. Applications will be taken by phone calls only. All available phone lines will be available from 9:00 a.m. to 4:00 p.m. for one day only. The RAB members will be assisting with the application process. NHA provided advance notice to all the housing authorities in DE and State agencies. The City of Newark and State Representative Paul Baumbach was made aware of this opening.
- The Toys for Tots program was a huge success as always. There were about 90 children who signed up for this event and each child received a gift. The event was covered by the Newark Post as well as Chanel 6 News.
- NHA received notification from HUD of their acceptance of NHA's final FYE 2016 financials as a result of the Independent Audit.

The Vice-Chairperson asked for approval of the Staff Reports. Mr. Hartranft made a motion to accept the Staff Report presented. The motion was 2nd by Ms. Shand.

Aye 4 (Ms. Shand, Mrs. Smith, Mr. Hartranft and Mr. Heitzenroder)
 Nay 0
 Motion passed, Vote: 4 to 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 report from the committee.

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

As Chairperson of this sub-committee, Mr. Heitzenroder, thanked everyone for their attendance at the Public Meeting/Special Meeting held on November 30, 2016.

(a) Retreat:

As the Chairperson of the Development Committee, Mr. Heitzenroder, addressed the board with the concept of soliciting the services to procure a Civil Engineer at a flat rate to provide four (4) concept plans to redevelop the NHA admin office to include commercial retail. The concept plans will provide clarification in determining possibilities in a redevelopment plan to include all 56 units (if possible) on existing land owned by the authority. The board members present were in agreement with this concept. Ms. Jordan will prepare a RFP to solicit the services of a Civil Engineer.

Aye 4 (Ms. Shand, Mrs. Smith, Mr. Hartranft and Mr. Heitzenroder)
 Nay 0
 Motion passed, Vote: 4 to 0

In terms of the NHA moving forward with the sale of scattered sites, Mr. Hartranft made reference to the meeting minutes from the Special Meeting referencing that scattered site property swaps are not feasible at this time. Mr. Heitzenroder mentioned that we have an opportunity to explore all options with two (2) properties and we should continue to see where those options take us that are in the best interest of the authority.

Mrs. Jordan stated NHA will proceed with the proposed sales of 101 New London Road and 26 N. Chapel Street with the understanding that our properties are prime properties. The sales of remaining scattered properties will be further discussed and/or evaluated when a decision is made on a redevelopment concept plan.

Ms. Jordan added the environmental reviews for 101 New London Road and 26 N. Chapel Street is nearing completion. A Public Meeting for 101 New London Road should happen within the next 30 days. Once HUD has released the approval of the environmental reviews, the next step will be for NHA to prepare and submit disposition and demolition applications to the Special Application Center for their review and approval.

Ms. Jordan spoke briefly about a RAD conversion which allows PHA's to convert their LIPH units into sec8 units while locking in their funding.

(b) PIH 2011-69 Notice:

A brief discussion was had regarding this notice. This subject matter of this notice state: Prohibition on exceeding Statutory Limitation of the Number of Public Housing Units. PHA's are prohibited from adding public housing units that exceed the statutory limits; for NHA the cap is 98 units. HUD's notice determined that it is not fiscally prudent to permit PHAs to exceed their fair cloth limit given the current budgetary environment.

What this means: NHA will need to generate a source of revenue/new entity perhaps to purchase and maintain units above our fair cloth limit; we will need further collaboration and some creativity to achieve this goal.

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

(a) Monthly Financials

As Chairperson of this sub-committee, Ms. Shand presented the financial report to the board for the period covering April 1, 2016 – November of 2016. In reviewing the Budget vs. Actual Report for this reporting period, she made reference to her having questions and received clarification on some budget line items. However, budget line item: 8020 – LIPH Subsidy will need an adjustment.

Ms. Shand referenced the Profit Loss Report for the Section 8 Housing Choice Voucher Program and notes this report also reflects positive net income.

There were no questions or comments regarding the report on financials.

(b) Proposed 2018 Operating Budget

Ms. Shand reported that she met with Ms. Jordan and the fee account to discuss the proposed budget. The budget is still in the preliminary stage and another meeting is pending. The plan is to present the budget at the February's meeting and have the board approve it at the March meeting.

V. Attorney Issues:

None.

VI. Old Business:

- A. From the other Commissioners:
Ms. Shand reported the Newark Arts Alliance Group is scheduled to host a free art –to-go “Painting on Canvas” art project for the children at Alder Creek. The class is scheduled for Saturday, January 14th and 15 children have signed up.
- B. From the Executive Director:

(a) Annual Plan:

Mrs. Jordan provided all board members with a copy of the revised 2017 Annual Plan. The changes include the following:

- Goals and Objective regarding VAWA – Section 5.2
- PHA Plan Update regarding Verification Process for Reasonable Accommodation Request – Section 6.0
- Clarified wording to include “Disposition and Demolition” – Section 7.0
- Capital Improvements references form HUD 50075.2 was approved by HUD in 2013 – Section 8.0

Since there were no additional comments or questions regarding the Annual Plan the Vice-Chairman asked for a motion to approve the plan and its submission. Mr. Hartranft made a motion to accept and submit the plan. The motion was 2nd by Ms. Shand.

Aye 4 (Ms. Shand, Mrs. Smith, Mr. Hartranft and Mr. Heitzenroder)
Nay 0
Motion passed, Vote: 4 to 0

Note: Mrs. Lane and Mr. Ram Ray both absent from the meeting provided their vote of support of approving the Annual Plan.

(b) Strategic Planning Committee:

Mrs. Jordan confirmed that Ms. Shand was appointed to this committee at the last meeting. She acknowledged that she did reach out to Mr. Ram Ray to inquire into his interest in becoming a member of this committee. He did respond and is interested. Mrs. Jordan confirmed the Strategic Planning Committee is properly formed. The first order of business required was to nominate a Chairperson for this committee. Mr. Heitzenroder made a motion to nominate Ms. Shand as Chairperson of this committee. This motion was 2nd by Mr. Harris.

Aye 4 (Ms. Shand, Mrs. Smith, Mr. Hartranft and Mr. Heitzenroder)
Nay 0
Motion passed, Vote: 4 to

The first action asked of Ms. Shand as the elected Chairperson of this committee was to approved the Action Plan Objectives – Report of Priorities of which all board members participated in along with the RAB members and staff to rate and prioritize to objectives. After reviewing the report and noting the ranking can change, if needed, she made a motion to accept the Action Plan Objectives – Report of Priorities as presented. The motion was 2nd by Mr. Hartranft.

Aye 4 (Ms. Shand, Mrs. Smith, Mr. Hartranft and Mr. Heitzenroder)
Nay 0
Motion passed, Vote: 4 to

Note: Mrs. Lane absent from the meeting provided a vote of support of approving the Action Plan Objectives.

(c) Commissioner Board Term Expiring:

Mrs. Jordan reported the appointing authority was notified of the board term expiring for Ms. Smith. Ms. Smith has received and submitted the application form. She has expressed interest in serving another 3-year term. The confirmation of her re-appointment is pending approval from Mayor and Council during the next meeting.

C. From Legal Counsel:

Mr. Gouge provided an update on two (2) court cases.

- A senior tenant was evicted for non-compliance. The former tenant needed supportive services beyond what is provided by NHA.
- The former tenant who filed the housing decimation complaint again the authority for not granting a Reasonable Accommodation case was heard on December 7, 2016 with a mediator. Since there was no conciliation case is being investigated.

VII. New Business:

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

VIII. Visitors and/or Petition: None

IX. Adjournment:

The Chairperson of the board asked for a motion for the meeting to adjourn. Ms. Shand made a motion for the meeting to adjourn. The motion was 2nd by Mr. Hartranft.

Meeting adjourned at 6:47 PM

Minutes Submitted by: Marene M. Jordan, Executive Director

APPROVED