

**Newark Housing Authority
Board of Commissioners
March 8, 2017**

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Lloyd Harris Sr. on March 8, 2017 at approximately 5:00 p.m. sharp.

I. Roll Call:

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

II. Approval of Minutes:

(a). Minutes from February 8, 2017

The Chairperson asked for approval of the February 8, 2017 meeting minutes. Mrs. Lane made a motion to approve the minutes. The motion was 2nd by Ms. Shand.

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

III. Report of the Executive Director:

(a). Staff Report:

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

- **Commissioner Training:**

In collaboration with the Wilmington Housing Authority's Executive Director, NHA is trying to collectively schedule commissioner training. A date, time and location are to be determined. This training will cover Fundamentals of Public Housing and Ethics; and, may be followed-up with HUD training.

- **The Cleveland Avenue Roadway Improvement sub-committee:**

The NHA attended the public meeting held on Monday, March 6th at the Newark Senior Center. The purpose of this meeting was to allow community members to make comments or suggestions regarding the task force committee's recommendations to Mayor and Council regarding the roadway improvements from Cleveland Avenue to New London Road; especially, the Florida T

and lane diet since they are the most critical to the safety of the NHA residents at Alder Creek. The alternative to the passing of a Florida T System would be a Rapid Beacon System. An approval of the roadway recommendations are pending.

- **Maintenance Contract:**

NHA will be soliciting for maintenance and ground keeping service. The scope of work will be advertised beginning March 17th and responses are due on March 31st. The current contract expires on May 31, 2017.

- **YWCA Follow-up:**

NHA was informed that due to low registry, the job training (4 week boot camp) scheduled to begin on February 21, 2017 and end on March 16, 2017 was postpone due to low numbers. There was no interest expressed from any of our program participants.

Some comments expressed by board members:

Mrs. Lane mentioned having joint commissioner training with the Wilmington Housing Authority may not be a good idea. Mrs. Jordan responded, she will look into independent affordable commissioner training for NHA.

Mrs. Smith mentioned the passing of a Florida T would have a great impact on the Woodlawn Avenue area. Mrs. Jordan added: there were some additional concerns expressed during the meeting on Monday and those concerns may be further evaluated before Mayor and Council approved the road improvement recommendation made by the committee.

Mr. Ram Ray sought clarification of if NHA or YWCA received the grant from Capital-one. Mrs. Jordan responded, YWCA received the grant and then contacted NHA to inquire if there maybe any interest from our program participants.

The Chairperson asked for approval of the Staff Report. Mr. Hetizenroder made a motion to accept the Staff Report presented. The motion was 2nd by Mrs. Lane and Ms. Shand

Aye 6 (Mr. Hetizenroder, Ms. Shand, Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 6 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 activity to report from the committee. However, she mentioned there are a few updates that are needed in the Commissioner On

Boarding Information Manual. Specifically, Tab #12; the board terms for herself and Mr. Heitzenroder needs to be updated.

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

The Chairperson of this sub-committee, Mr. Heitzenroder, reported the following:

(a) Development Update:

NHA circulated a RFP to procure an Architectural / Engineering service to provide a master plan in possibly redeveloping the admin building and 56 units owned and managed by the authority. Unfortunately, NHA only received one proposal which was extremely high. The site plan is a relatively simple plan to complete and provide. In consultation with NHA and the attorney, we have agreed to re-solicit the RFP to receive more competitive proposals. This process will include the mailing of the RFP to firms in DE.

Mr. Heitzenroder conferred with Ms. Jordan regarding our procurement policy which requires more than one bid/proposal to be received.

Mrs. Jordan added: the RFP was available as of Friday, March 3, 2017 and responses are due on Wednesday, March 22, 2017.

Mrs. Jordan acknowledged receiving HUD approval/clearance regarding Part 50 Environmental Review for the proposed sale of **26 N. Chapel Street**. She asked each board individual did they oppose NHA moving forward with submitting a disposition application for this property. A brief discussion took place with each board member expressing their support in moving forward.

Mr. Heitzenroder acknowledged his continued support of improving our aging housing stock by sales/swaps etc....that can be considered **in the interim** until we have develop a master plan for future plans.

Ms. Shand asked: should a board resolution be adopted instead of passing individual votes? Mrs. Jordan responded; board resolution #390 adopted in July of 2015 should be sufficient in moving forward.

Mr. Heitzenroder made a motion authorizing NHA to move forward with the disposition application and then listing the property in the market to receive and review proposals for consideration of a sale or swap. This motion was 2nd by Ms. Shand.

Aye 6 (Mr. Hetizenroder, Ms. Shand, Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 6 to 0

Mrs. Jordan informed the board of a request to receive a letter of support from the City of Newark. The letter requested was of “General Support” which is a requirement when seeking HUD approval to dispose of a property assisted with Federal Funds.

Mrs. Jordan confirmed the Public Meeting is set for March 22, 2017 at 6:00 pm at the George Wilson Community Center scheduled to receive any comments regarding the proposed sale of **101 New London Road**.

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

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

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

(a) Monthly Financials

In reviewing the Budget vs. Actual Report for the period covering April 1, 2016 - January of 2017, Ms. Shand referred to the Budget vs. Actual report for the LIPH program. She noted the report reflects a net income. She asked for clarification into the income budget line item 3692.80 CFP Income – Administration which shows a budget of \$41,666.00 but \$10,000 is reflected in the budget. A question was raised and answered involving a minor clarification in the monthly financials in comparing the budget vs. actual cost.

Mrs. Jordan responded: The CFP funding is available but has not been requested.

Ms. Shand referenced the Profit Loss Report for the Sec8 Program. The report for the period covering April 1, 2016 – January of 2017 also shows a net income of slightly above \$10,000.

(b) Proposed 2018 Operating Budget

Ms. Shad confirmed the proposed 2018 budget was presented in her absence at last month's meeting. She had no additional questions or concerns that were not discussed in a previous finance meeting. She asked if any other board member had any questions regarding the proposed budget.

Mr. Hartranft asked Mrs. Jordan to explain how the budget is prepared. Mrs. Jordan responded; when preparing any proposed draft budget, the budget is comprised of expenses (actuals and projections) from the previous year budget. We also include a reasonable projection of revenue from all income sources. NHA's budgets are pretty straight forward.

Ms. Shand held off on making a motion to approve the budget until later on in the meeting.

D. Strategic Planning Committee – Chairperson (Ms. Shand):

The Chairperson of this sub-committee, Ms. Shand, proposed a date in March for the committee members to meet.

(a) Scheduling of 1st Meeting

The committee members have agreed to meet on March 23, 2017 at 5:00 pm at NHA.

V. Attorney Issues:

None

VI. Old Business:

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

(a) Board Resolution No. 392 FYE 2017 Write-offs

Mrs. Jordan referenced the resolution was modified from the last month. The attorney and fee account had some recommended changes. The changes were made. Ms. Shand made a motion to approve the resolution as presented. The motion was 2nd by Mrs. Smith.

Aye 6 (Mr. Hetizenroder, Ms. Shand, Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 6 to 0

(b) Board Resolution No. 393 Approval of Operating Budget

Since the budget was previously addressed during the meeting (allowing questions to be asked), Ms. Shand made a motion to approve the 2018 Operating Budget authorizing the authority to submit the budget to HUD. The motion was 2nd by Mrs. Lane.

Aye 6 (Mr. Hetizenroder, Ms. Shand, Mrs. Smith, Mr. Hartranft, Mr. Ram Ray and Mrs. Lane)
Nay 0
Motion passed, Vote: 6 to 0

- C. From Legal Counsel: None

VII. New Business:

- A. From Commissioners:

Mr. Ram Ray – **Resident Empowerment to Self-Sufficiency**

Mr. Ram Ray provided the full board with a proposal to empower NHA’s residents to access economic and educational opportunities to help them strive towards self-sufficiency. The proposal outlined the following:

- Develop and survey our residents to determine their interest and needs.
- Bring GED, vocation training and counseling programs to NHA.
- Seek the Delaware Justice Center to help with barriers stemming from legal/criminal issues.
- Consideration given to possibly contract out Resident Self-Sufficiency Programs in partnership with state agencies.
- NHA will provide the actual services through grants received.
- A five-year program is the goal with benchmarks for 1 to five years.
- Mr. Ram Ray will volunteer his time to further research this initiative and write grants to fund this program.

Mrs. Jordan added: in order for this initiative to be achieved there needs to be a pool of families willing to participant in a self-sufficiency program noting the interest would be voluntarily. A Self-sufficiency program is long term and needs commitments from both sides. Mrs. Jordan acknowledged surveying our residents about 5-years ago with efforts made in trying help with ideas proposed by Mr. Ram Ray. The survey resulted in some interest. The Christina School District held a one day interactive information/guidance session (here at NHA) geared toward helping the residents obtain their GED's, further their education or assist with employment barriers. The staff from the school district provided written information and their contact information for follow-up. As a result, there was no continued interest.

Mr. Ram Ray expressed the need to provide these services on a one-on-one basis to help overcome cultural and institutional barriers with efforts made to minimize generational of families in public housing.

Mrs. Smith added in her professional experience in social worker, she believes the desire for these services must come from within a person to want a change. There are opportunities and resources that can be provided but we cannot force the services upon them. She noted some of these services can be provided though Social Services.

Mrs. Jordan added for our residents who receive some benefits from the Social Services they are required to complete a “welfare to work program” in order to continue to receive their benefits. So in some degree they are participating in a self-sufficiency program without the component of “Transitional Housing to become Self-Sufficient.”

Mrs. Shand (Chairperson of the Strategic Planning Committee) referred to the Action Plan of 19 Objectives that was prepared as a result of our re-treat. She acknowledged that the full board participated in ranking the objective by prioritizing each of them based on need. In reviewing the list of priorities, this objective was ranked last (low priority). She acknowledge support for this initiative but felt it should be discussed at a later dated as the priority noted was in improving/expanding our housing stock.

The was a discussion about revising the mission statement to ensure the mission that is carried out by the authority is more in line with the services provided by NHA as a suggestion for board consideration if there is a need to do so.

There was a comment made in what Mr. Ram Ray proposed vs. what the objective plan calls for. This objective (#19): Acquire staff to conduct new resident services programs.

Mrs. Lane presented a Needs Assessment/Survey that can be used to inquire into interest to help determine the needs of our residents as the first step. Then funding and implementation of this initiative should follow based on the results of the survey.

Mrs. Shad commented she would like to see more information to determine if what is proposed is feasible.

In conclusion, the attorney suggested that the committee members meet and report to the full board.

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

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 Ms. Shand.

Meeting adjourned at 6:05 PM

Minutes Submitted by: Marene M. Jordan, Executive Director