

**Newark Housing Authority  
Board of Commissioners  
February 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 February 8, 2017 at approximately 5:19 p.m.

**I. Roll Call:**

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

Absent:

Janaki Ram Ray, Donna Shand and Kevin Heitzenroder

**II. Approval of Minutes:**

**(a). Minutes from January 11, 2017**

The Chairperson asked for approval of the January 11, 2017 meeting minutes. Mrs. Lane made a motion to approve the minutes. The motion was 2nd by Mr. Hartranft. The minutes were approved by all in attendance.

Aye 3 (Mrs. Smith, Mr. Hartranft and Mrs. Lane)

Nay 0

Motion passed, Vote: 3 to 0

**III. Report of the Executive Director:**

**(a). Staff Report:**

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

- NHA received and processed approximately 200 HCV (sec8) preliminary applications on January 18<sup>th</sup>. All applicants received a confirmation letter of their placement on the Sec8 waiting list.
- NHA received notice the Federal Claims court ruled in favor of some HA's who had incurred damages as a result of HUD's decision to reduce some HA's operating funds in 2012 as a result of the class action lawsuit filed against HUD for breach of the ACC agreement. NHA's involvement in this litigation was not unanimous supported by all board members back then but NHA made the decision to be a part of this action based on merit and HUD's breach in the ACC contract. It's unknown as to when the funds will be restore or how much will be received. NHA is waiting on the list of HA's who prevailed.
- On January 27, 2017 the RFP to procure Architectural / Engineering was available by request to interested firms/persons. So far there were 11 requests.

- NHA was contacted by the YWCA who received funding from Capital One to administer a 21<sup>st</sup> Century Job Search Boot Camp created to help individuals who may have barriers with obtaining employment. This program is a four (4) week program. The classes are held 2 days a week from 9:00 am - 3:00 pm at a local facility here in Newark. NHA circulated a flyer to our participants to make them aware of this free program.
- NHA was also contacted by our local bank (Fulton Bank) who is interested in providing free financial classes to our program participants. We are hoping to start these classes sometime in March.

Mrs. Lane asked for clarification regarding the Resident Advisory Board Members involvement in the process of accepting preliminary applications.

Mrs. Jordan mentioned the method used in accepting preliminary applications was by phone calls only. The process was very preliminary (just enough information was taken to place an applicant on the waiting list) which included asking the caller for basic information like: names, addresses, sources of income (to determine they are income eligible) noting the eligibility process would not begin until they are selected from the waiting list. All RAB Members who help with the application process signed a confidential/non-disclosure form.

Mrs. Lane asked: When were the RFP proposals due?

Mrs. Jordan replied: proposals are due on February 15<sup>th</sup>.

The Chairperson asked for approval of the Staff Report. Ms. Smith made a motion to accept the Staff Report presented. The motion was 2<sup>nd</sup> by Mr. Hartcranft

Aye 3 (Mrs. Smith, Mr. Hartranft and Mrs. Lane)  
Nay 0  
Motion passed, Vote: 3 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.

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

The Chairperson of this sub-committee, Mr. Heitzenroder, was not present and in his absence Mrs. Jordan provided the following report.

**(a) Development Update:**

**101 New London Road** – a conference call is schedule for February 10<sup>th</sup> to discuss the Section 106 coordination required for the proposed sale of this property. The purpose of this call is to verify work completed so far. The State of Delaware Historic Preservation office made some recommendation that need to be addressed in a Scope of Work prepared by our environmental consulting team. A list of task to be completed and who will be completing those tasks is being prepared now. This process is necessary because again this property is eligible for placement on the Historic Nation Register so there are HUD requirements that a necessary to move forward.

**26 N. Chapel Street** – Since this property has no Historic Property Affect Determination for it, NHA has asked HUD for environmental clearance to move forward with the submission of a disposition application to the Special Application Center for their review and approval. HUD is verifying all the requirements to proceed with the sale of this property are complete and will let me know.

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

The Chairperson of this sub-committee, Ms. Shand, was not present and in her absence Mrs. Jordan provided the following report.

**(a) Monthly Financials**

Mrs. Jordan referred to the Budget vs. Actual report for the LIPH program. The report for the period covering April 2016 – December 2016 showed nothing unusual that was not reported in the previous months. Mrs. Jordan referenced the report reflect a net income of approximately \$28,000 largely due to HUD releasing the operating subsidy for January a little early so the report reflect a higher net income. Mrs. Jordan did note budget line item 8020.00 LIPH Subsidy was corrected from last month's reports.

Mrs. Jordan referenced the Profit Loss Report for the Sec8 Program. The report for the period covering April 2016 – December 2016 also shows a net income of slightly above \$20,000. Mrs. Jordan noted the net income in partly contributable to NHA' admin fees increasing. These funds are fees HUD provide for administering the program.

**(b) Proposed 2018 Operating Budget**

Mrs. Jordan introduced the proposed 2018 budget to all in attendance. She noted the finance committee did meet and there were some changes as a result of that meeting. The budget is developed based on actual cost and proposed projections. She asked the board members to review the budget and if there are any questions let her know as she will seek board approval at the March meeting.

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

The Chairperson of this sub-committee, Ms. Shand, was not present and in her absence Mrs. Jordan reported the following.

The committee plans to meet sometime in March. A date and time will be determined at a later date. The committee members are Mr. Ram Ray and Mr. Hartranft. The purpose of the committee is to develop a path and timeline to address each of the action items identified in the Objective Plan.

**V. Attorney Issues:**

Mr. Gouge made reference, as a general statement, to the news articles regarding the Wilmington Housing Authority’s Board of Commissioners.

**VI. Old Business:**

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

**VII. New Business:**

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

Mrs. Jordan referenced no action is required from the board members this month in seeking approval of Board Resolutions #392 and #393. The approval will be at the March meeting.

- (a): Board Resolution #392 FYE Write-offs
- (b): Board Resolution #393 2018 Operating Budget

- 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 2<sup>nd</sup> by Mr. Hartranft.

**Meeting adjourned at 5:42 PM**

**Minutes Submitted by: Marene M. Jordan, Executive Director**