



NEWARK HOUSING AUTHORITY

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Newark Housing Authority Board of Commissioners

April 8, 2015

Revised 7/8/2015

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Lloyd Harris on April 8, 2015 at 5:05 pm. The meeting agenda was rearranged to accommodate our guest and visitors.

I. Roll Call:

Board of Commissioners present: Lloyd Harris, Mark Doughty, Donna Shand and Sharon Smith. The Roll Call of the Commissioners was individually confirmed. NHA Staff present: Marene M. Jordan; Attorney, Don Gouge.

Absent:

Kevin Heitzenroder
Don DelCollo

VIII. Guest and/or Visitor:

Guest: Kevin Mayhew of Mayhew Management, LLC

As a follow-up to Mr. Mayhew's attendance last month who expressed interest in a property swap (101 New London (NHA property) for 718 Swarthmore Drive, Mr. Gouge (attorney for NHA) suggested that the board adopt a resolution authorizing Ms. Jordan and himself to engage in preliminary research in a possible property swap. Mrs. Jordan added a property swap vs. selling needs to be explored to determine the best options available for NHA. In a broader inquiry, she said, we need to determine the future of NHA in terms of the remaining housing stock. We have 20 scattered sites and 36 1-bedroom elderly units where consideration can be given to explore other development opportunities that may include New Construction, Sale or Redevelopment. Ms. Jordan asked Mr. Gouge to prepare a draft resolution to be circulated to the full board for their review and approval. She asked if the board had any objections to adopting the next resolution number to expedite the process.

The Chairmen, Mr. Harris, made a motion to grant preliminary research on a possible property swap by way of resolution number #389. The motion was 2nd by all present to adopt board resolution #389 only until the board has received, reviewed and approved the proper language associated with the resolution.

Aye 4 (Mr. Harris, Mr. Doughty, Ms. Shand and Ms. Smith)

Nay 0

Motion passed, Vote: 4 to 0

Visitor: HCV Applicant Rahssondra Jenkins

Ms. Jenkins was not present for the meeting as request by the BOC at last month's meeting. Ms. Jordan added that Ms. Jenkins did not provide NHA with a copy of the notarized letter as requested by the BOC by the due date of March 25, 2015. The letter was requested due to Ms. Jenkins addressing the board last month in an attempt to have her application re-instated because she missed the deadline of February 17, 2015 due to her report of having problems receiving mail. The Chairmen asked for a motion to uphold the decision made by the Executive Director to remove Ms. Jenkins from the HCV waiting list resulting in no further action needed from the board. Ms. Shand made a motion to uphold the decision. The motion was 2nd by Ms. Smith.

Aye 4 (Mr. Harris, Mr. Doughty, Ms. Shand and Ms. Smith)
Nay 0
Motion passed, Vote: 4 to 0

II. Approval of Minutes:

The Chairperson asked for approval of the March 11, 2015 meeting minutes. Ms. Smith made a motion to approve the minutes. The motion was seconded by Ms. Shand. The minutes were approved by all in attendance.

Aye 4 (Mr. Harris, Mr. Doughty, Ms. Shand and Ms. Smith)
Nay 0
Motion passed, Vote: 4 to 0

III. Report of the Executive Director:

(A). Staff Report:

The Chairmen asked for approval of the Staff Reports for the month of March 2015. Before a motion was made, Ms. Jordan made reference to the report which showed another change as to when the certificate of occupancy permits may be issued for the buildings at Alder Creek. She pointed out follow-up conversations were had with the Ingberman Construction Team and the Management Team regarding how extremely important the dates remain constant as they will be used to determine when the units are eligible to start receiving the operating subsidy for the LIPH residential units. Ms. Jordan reminded all of the 3 categories associated with how the funds may be distributed based on the date of eligibility. If all the CO's are received by September 30 there is a possibility that the 3 months remaining in the last FY quarter (October, November or December) could result in NHA receiving the operating subsidy which would be passed onto the management team; beyond this date could result in no funding until CY 2016. Ms. Jordan added the Ingberman Management Team is expected to start the lease-up process in May and were approved to use the community room until the community center at Alder Creek is up and running. Lastly, Ms. Jordan added verification of unit addresses and building matrix was confirmed by the management team and as a result NHA has entered the units into the PIC system. Ms. Smith made a motion to accept the staff report for March of 2015. The motion was 2nd by Ms. Shand.

Aye 4 (Mr. Harris, Mr. Doughty, Ms. Shand and Ms. Smith)
Nay 0
Motion passed, Vote: 4 to 0

IV. Committee Reports:

A. Report of Policies & Procedures & Compliance & Personnel Committee – Chairperson (Mr. Doughty):

As Chairperson of this sub-committee, Mr. Doughty was present. He reported that only order of business from this committee is to report the final annual performance evaluation for Ms. Jordan that will be presented and discussed during Executive Session.

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

As Chairperson of this sub-committee, Mr. Heitzenroder was not present due to a personal matter. See Staff Report provided by Ms. Jordan for an update.

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

As Chairperson of this sub-committee, Ms. Shand presented the financial report to the board for the period of April 1, 2014 – February of 2015. In presenting the financials, she acknowledged the Budget vs. Actual Report for said period resulted in a positive balance with only one month left in the reporting period. She asked if anyone had any questions regarding the financials reported today? There were no questions from the board. Mr. DeBeary fee accountant and consultant, made reference to the start of the closing for FYE 3/31/2015 which is due to HUD by 5/31/2015. He added it's not a normal procedure to prepare financial reports for the months of February and March but prepared February's financials at the request of the Executive Director. The Voucher program for the same period is also reporting a positive balance.

V. Attorney Issues:

Mr. Gouge had no attorney issues to report.

VI. Old Business:

- A. From the other Commissioners:
- B. From the Executive Director: Ms. Jordan reported on the following agenda items:
 - 1. The On Boarding Process Procedure was removed until further notice. Ms. Smith asked Ms. Jordan to re-circulate the on boarding process to allow for further review and comments to be made by the board.
 - 2. The By-Laws was removed at the request of Mr. DelCollo to afford him more time to review and make recommendations to the board for consideration.
- C. From Legal Counsel: N/A

VII. New Business:

- A. From Commissioners: N/A
- B. From the Executive Director:
Ms. Jordan reminded all board members of the annual meeting scheduled for May 13, 2015.
The agenda
- C. From Legal Counsel:
Mr. Jordan asked the attorney to inform the BOC of a new standard operating procedure on how NHA will handle judgments on tenants/participants who owe money when participation ends. Mr. Gouge reported he recommended to Ms. Jordan to consider transferring Justice of the Peace judgments to Superior Court as they are remain on the record forever. The suggested threshold for these cases will be set at a minimum of \$500.00 to transfer these cases. The associated cost to the NHA which includes attorney cost and filing fees is estimated to be around \$100 per filing.

VII. Executive Session:

The BOC went into Executive Session at 5:35 to review and approve the recommendations made by the personnel committee presented by Chairperson Mark Doughty as a result of the 2014 employee performance evaluation of Ms. Jordan.

Meeting adjourned at 6:05 PM

Minutes Submitted by: Marene M. Jordan, Executive Director