



NEWARK HOUSING AUTHORITY

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**Newark Housing Authority
Board of Commissioners
August 10, 2016**

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Lloyd Harris on August 10, 2016 at 5:01 pm.

I. Roll Call:

Board of Commissioners present: Lloyd Harris, Kevin Heitzenroder, Donna Shand, Sharon Smith, Peter Hartranft, Janaki Ram Ray and Nikki Lane.

Board of Commissioners absent:
N/A

II Guest. Mr. Edmund Fosu-Laryea Lead Auditor from Barbacane, Thornton & Company

Mr. Edmund Fosu-Laryea was introduced by the Executive Director as a representative from Barbacane, Thornton & Company who will be on-site starting on Monday to perform the FYE audit as of 3/31/2016. She acknowledged that the auditing firm was the low bidder in the response to an RFP soliciting for auditing services and was awarded the next 3-years. As outlined in the RFP, a new process was implemented where the auditing firm will attend an entrance conference before the audit begins as well as attend an exit conference at the conclusion of the audit.

Mr. Fosu-Laryea provided copies of the outline for the Audit Plan for March 31, 2016. A brief overview of the plan and process was presented to the board with acknowledgement made to the service and deliverables; the audit scope, strategy and timeline; the key audit risk areas and a summary of required communications allowing questions to be asked.

The commencement of the audit is scheduled for Monday, August 15th and field work is expected to last a week with the audit concluding at their office in Wilmington.

III. Approval of Minutes:

The Chairperson asked for approval of the June 8, 2016 Meeting Minutes. Before a motion was made to approve the meeting minutes, Ms. Shand and Ms. Smith noted corrections that needed to be made. With those changes, Mr. Hartranft made a motion to approve the minutes. The motion was 2nd by Ms. Smith.

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

IV. Report of the Executive Director:

(A). Staff Report:

The Chairperson asked for approval of the June and July 2016 Staff Report. Before any action was taken on the Staff Report, Mrs. Jordan mentioned the following as an update:

- She thanked all board members who attended the Grand Opening Event at Alder as the event was well attended. She also thanked the two (2) board members who were very instrumental in ensuring our Mayor was able to attend the event by having the date changed to accommodate her.
- She acknowledged that HUD has ranked and scored NHA for FYE 3/31/2016 in how the agency is administering the programs to comply with the regulations. Both the Housing Choice Voucher Program (Sec8) and the Low Income Public Housing Program maintained its High Performing status.
- She referenced the CDBG funds in the amount of \$35,000 used to installed new roofs at four 2-story building in our senior development and one scattered site property was approved and reimbursed by the City of Newark. She informed NHA is currently working on another grant request for the next round of funds. The application is due in September. She mentioned our current grant writer (Gloria Thompson – a former HUD grant reviewer) has been very instrumental in NHA receiving CDBG funds consistently since 2008. Ms. Thompson has also assisted NHA with grant proposals to the Delaware Community Foundation, The Longwood Garden Foundation and Delaware's Congressional Delegation. Ms. Thompson will also assist/facilitate the outline for the agency housing plan.
- She mentioned NHA invited 25 families off of the Section 8 waiting list and have issued 7 vouchers to the families that qualified. Reference was also made to inviting families off of the LIPH program to fill upcoming vacancies.
- She informed that NHA submitted its Capital Fund Certification for CY 2017 to HUD and we are estimating our funding to be around \$128,000 which will include a bonus as NHA is also a High Performer based on how the agency expends and obligates it funding. The funding is also based on a HUD formula.
- She acknowledged a partnership with the New Heart Ministries Church where they have created a new initiative called "Take It to The Streets" which provides assistance with food, clothing and care packages to all in need. This event was well attended and the full resident advisory board was in attendance.
- She made the board aware of NHA receiving notification of the First State Community Action Agency is issuing Delaware families with free energy-efficient window air conditioners though the summer cooling assistance program. Notices were mailed to our tenants. They must meet income requirements and provide requested documentation. Our tenants were made aware that NHA will not install the a/c nor will we maintain it and if there are any damages beyond normal wear and tear as a result of the installation of the a/c the cost will be deferred to them. She acknowledge five seniors who took advantage of this offer and received their a/c's.
- Lastly, she acknowledged that Mr. Ram Ray in coordination with NHA are in the process of holding free Yoga Classes by a certified yoga instructed here at NHA. For our senior tenants, the

classes will be held here and for the mobile families Alder Creek has agreed for us to use their community room. NHA circulated flyer to our residents to inquire into their interest in attending.

After the update, the board was provided an opportunity to ask question. Ms. Shand made a motion to accept the Staff Reports presented. This motion was 2nd by Ms. Lane.

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

V. Committee Reports:

A. Report of Policies & Procedures & Compliance & Personnel:

The Chairperson of this sub-committee, Ms. Smith, mentioned the employment contract of our Executive Director is prepared for the board to review and discuss during Executive Session. She informed the committee did meet and has agreed on the terms and conditions proposed.

Ms. Smith mentioned the review and discussion of the By-Laws was tabled to allow for time to be dedicated to the Executive Director's contract and since the contract will be presented and hopefully approved later; the committee can now devote time to the By-Laws. She informed the board members that within the next few weeks, she will circulate an email to all requesting their feedback on any changes or edits they are proposing. The committee will met to discuss and review any recommendations and will present at the next board meeting.

B. Report of Development Committee:

The Chairperson of this sub-committee, Mr. Heitzenroder acknowledged that there is no new report/activity to report from this committee. For the sake of the new board members, he updated them by stating the authority has received some interest from the public in our scattered site rental properties due to their location and have been offered properties in a swap/real-estate transaction that appear to be worth more than the properties we own. We are in the process of entertaining their interest to see if the transaction is feasible. He asked for clarification from Mrs. Jordan if Mr. Prettyman who expressed interest in another property will be attending a board meeting or provided additional information to NHA. Mrs. Jordan replied, no. Mr. Heitzendroder informed the board that although NHA will incur expenses for these reviews, it will be the position of NHA to seek reimbursement from the interested parties.

Mrs. Jordan added, the environmental reviews for 101 New London Road and 26 N. Chapel are nearing completion and once received they will be forwarded to the HUD filed office for their review and approval before we can submit an application to dispose of these properties. The board was informed NHA received communication from our HUD field office to place all future reviews and/or surveys on hold as they relate to 101 New London Road. As reported last month, an onsite preliminary Historic Review and Evaluation was performed at this property and based on the site visit; the representative concluded that 101 New London Road is potentially eligible for placement on the National Registers Lists as determined in 1998. A further review is needed that may take 3 to 6 months to complete before NHA has the approval to move

forward with the sale. The major issue to be decided upon is if a covenant will be placed on the property preventing demolition for a period of time.

Mrs. Jordan mentioned both parties interested in these two properties are aware of the situation and has continued interest to move forward with the sale.

Mr. Heitzenroder mentioned the possibility of holding a Special Meeting the last week in September to discuss our plans for our properties with members from our community. He mentioned Mrs. Jordan has indicated that Wednesday, September 28th is a good date and time for her. He asked Mrs. Jordan to circulate an email to all board members seeking confirmation in committing to this date for our 1st community meeting.

A brief discussion took place with Ms. Lane seeking clarification into if NHA attended the Town Hall Meeting on May 14, 2016. Mr. Gouge responded, NHA nor I was notified of the meeting that took place on May 14th. The meeting was not specific to NHA; and in reading the minutes, a general meeting was held with folks in the community to discuss the changes that have occurred in the community over the years.

C. Report of Finance Committee:

The Chairperson of this sub-committee, Ms. Shand, called everyone's attention to the financial reports for the period covering April of 2016 – June of 2016. In reviewing the Budget vs. Actual Report (which represents the 1st quarter of the new fiscal year) reflect a net income. However, she did inquire into the expense budget line item 4598.00 – Alder Creek General Expense which is showing an expense of \$3800 which was in correctly coded and an adjustment will be made.

In reviewing the financials for the Section 8 program specifically the Profit and Loss report, the net income reflects of \$2,518.

VI. Attorney Issues:

None

VII. Old Business:

A. From other Commissioners:

Ms. Smith referred to our Annual Meeting whereas Mr. Heitzenroder was nominated as Vice-Chairperson of the board and the process/acceptance was tabled because his term had expired. Since his nomination, the Mayor recommended Mr. Heitzenroder for another 3 year term with the approval of city council on August 8, 2016 (which he has accepted). Ms. Smith asked the board to continue with that order of business by making a nomination to appointment Mr. Heitzenroder as Vice-Chairperson of the Board. The nomination was 2nd by Ms. Shand. Mr. Heitzenroder accepted the nomination and the full board concurred with this appointment.

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

B). From the Executive Director: None

C). From Legal Council:

(A). Property Swap(s)/Sale(s) update was discussed under the Development Committee

VIII. New Business:

A). From other Commissioners: Ms. Shand mentioned possibly a partnership with the Newark Arts Alliance and NHA as an activity for our program participants. She will contact the appropriate person and report back to the board.

B). From the Executive Director: None

C). From Legal Council: Mr. Gouge informed the board of activity with three court cases. The first case a non-payment of rent case. This case was dismissed because the tenant account reached a zero balance including court cost. The 2nd case filed was also for non-payment. The tenant paid all rent but did not pay court fees. The case was heard and the judge ordered that she pay the fee. This case was re-filed for non-payment of rent again with a court case pending. The final case was a debt action claim filed for monies owed after a move-out inspection was performed on the tenant. The tenant did appear and had an opportunity to dispute the charges. However, the judge ruled in favor of NHA for the full amount requested.

IX. Visitors and/or Petitions:

None

X. Executive Session

At approximately 5:50 pm the full board entered into Executive Session to discuss a personnel matter.

XI. Adjournment:

The meeting adjourned at approximately 6:30 pm.

Meeting Adjourned at 6:30 PM

Minutes Submitted by: Marene M. Jordan