

**Newark Housing Authority
Board of Commissioners
January 9, 2019**

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order at approximately 5:00 p.m. by the Board Vice-Chairperson, Kevin Heitzenroder.

I. Roll Call:

Board of Commissioners present: Emile Brown, Nikki Lane, Donna Shand and Kevin Heitzenroder. Marene Jordan; Executive Director and Donald Gouge Jr. NHA's attorney were also present.

Absent: Mark Doughty & Lloyd Harris.

Note: NHA has one board vacancy.

II. Approval of Minutes:

(a). Minutes from November 14, 2018

The Vice-Chairperson asked for approval of the November 14, 2018 meeting minutes. Mrs. Lane made a motion to approve the minutes. The motion was 2nd by Mr. Brown.

Aye 3 (Ms. Shand, Mrs. Lane and Mr. Brown)
Nay 0
Motion passed, Vote: 3 to 0
Abstain: 0

III. Report of the Executive Director:

(a). Staff Report:

The Vice-Chairperson asked for the report of the Executive Director for the months of November and December 2018.

Mrs. Jordan provided the following report:

Government Shut-Down:

The government partial shut-down has not impacted our operations as of right now. If the shut-down continues "long term" it would be more than likely that our daily operations would be affected. There are some concerns for housing authorities' inability to access their 2019 capital funds should the shut-down continue. That has yet to be determined. As far as our public housing operating funds, we did receive our payment for January and we are expected to receive our funds in February. The HAP funding for our section 8 families (which is used exclusively to pay the landlords portion of their contract rents) was received for January and we are also expected to receive February's funding as well. If the shut-down continues past February, the lack of funding may affect our operations.

In planning for the possibility of the shut-down continuing long-term, NHA may implement the following:

For our public housing program

- NHA may suspend all capital improvement (unless a repair or purchase is needed where life threatening and/or health and safety issues exist). This would free up funds that were not budgeted for operations to be used for operations (such as vendor payments). Mrs. Jordan reported that NHA has two open CFP grants that may be used to offset daily expenses.

For our Housing Choice Voucher Program (Section 8)

- NHA will send notices to all landlords who receive contract rent payments on behalf of our participants informing them that as a result of the government shut down, funding was not received. NHA's payments are on hold until funding is restored. No late fees apply in this case. The notice will notify landlords that they cannot hold the participant responsible for the unpaid portion of the contract rent that NHA is obligated to pay. Therefore, generating a non-payment of rent notice for eviction purposes should not apply in this case. The notice will also inform participants they are to continue paying their portion of the contract rent.

Ms. Jordan remains hopeful that the shut-down is resolved by the end of February.

Mrs. Lane asked for clarification in regards to the grants by asking if we need to apply for them or if these grants are already available to us.

Mrs. Jordan responded that the grants she was referring to are CFP grants that we have access to right now (funds are available).

Mrs. Lane asked, "In regards to the shut-down, have you (Mrs. Jordan) reached out to our congressional delegation to remind them of the affects the shut-down may have on NHA because it has already impacted the farmers."

Mrs. Jordan responded, "No, but I will".

Mr. Brown inquired as to the funds available under the CFP grants and how long these funds will last.

Mrs. Jordan stated that since these funds are to supplement our operations in the event the government shut-down continues long term, these funds could be used along with tenant rents and our ground-lease payment and may last 6 – 8 months.

Interpretive Sign/Historical Marker & Webpage Narrative for 101 New London Road:

The placement of the Interpretive Sign/Historical Marker was installed on December 7th by Mr. Mayhew. The Narrative Summary also required by the MOA was posted onto our website on December 4th. A photo illustrating the placement of the sign was provided to all board members present.

Holiday Cheer:

- All our Public Housing Families were gifted with some holiday cheer. Our Mayor provided a \$75 gift card to all the families at Alder Creek from grant money received from the Newark Area Welfare Committee. These gift cards were mailed directly to the families.
- The Newark NAACP and the St. John’s Church of Newark teamed-up to provide 2 gift cards to our scattered site families that totaled \$75 for each family. Members from the church were present in our community room and hand delivered the gift cards to the families who came by to collect them.
- NHA’s resident advisory board members requested \$15 dollar gift cards for each of the 36 senior families. The cards were purchased by NHA and hand delivered by the RAB members.

The Annual “Toys for Tots” Program:

The Annual “Toys for Tots” program hosted by the Newark Police Department and Aetna Hose Hook and Ladder Co. was a huge success. This community collaboration with NHA/NPD/Aetna Hose Hook and Ladder Co. has been ongoing for the past 10 years. This event took place at Alder Creek for the 2nd year. The donations received exceeded our expectations. This year’s donations allowed for each child to receive at least 4 gifts. NHA’s RAB members participated in the event.

FYE 3/31/2018 Audit:

The FYE 3/31/2018 audited financials were submitted and accepted by HUD.

2019 Annual Plan Public Hearing:

A Public Hearing was scheduled on Friday, December 28, 2018. NHA did not receive any opposition or written comments during the 45 day review period allowing the public to review our proposed annual plan, procurement policy and policy updates. NHA sought board approval of the proposed annual plan, updated procurement policy and policy updates later in the meeting.

Cleveland Avenue Task Force Meeting:

NHA attended a meeting at the city of Newark to discuss the traffic pattern change along Cleveland Avenue. As it relates to Alder Creek, the pedestrian cross walk/rapid beacon system will be completed by the end of January and should allow for safer crossing for the residents at Alder Creek.

The Vice-Chairperson asked for approval of the Staff Report for the months of November and December of 2018. Mr. Brown made a motion to accept the Staff Reports. The motion was 2nd by Ms. Shand.

Aye 3 (Ms. Shand, Mrs. Lane and Mr. Brown)
Nay 0
Motion passed, Vote: 3 to 0
Abstain: 0

IV. Committee Reports:

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

(a). Annual Review of the Executive Director:

The Chairperson of this sub-committee, Mr. Doughty, was not present. Mrs. Jordan reported that she had communicated with Mr. Doughty and it appears as if the review is complete. Mr. Doughty needs to schedule the one-on-one meeting with Mrs. Jordan. Once held, the report of the evaluation will be presented to the board. Mrs. Shand had mentioned that she too had communicated with Mr. Doughty and had received a draft of the review. She felt it was best to table to review until next month. All board members were in agreement for tabling the review until next month.

Note: No Executive Session was held (No Action – Tabled)

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

The Chairperson of this sub-committee, Mr. Heitzenroder, was present for the meeting. He advised that the Development Committee did meet and discussed: a timeline for the redevelopment, options regarding partners/self-development and the site plan that included CSG Advisors (our agency representative - Tanya) via conference call. Mr. Heitzenroder asked Mrs. Jordan provide the overview update.

(1). Overview – Update:

Mrs. Jordan mentioned again that the committee did meet and she provided the following:

“Subsequently, it was agreed that we would wait on soliciting the service of a developer partner until we have procured our mixed finance attorney to make sure the developers are bidding on the terms we want. A draft of the RFQ is available. However, revisions are needed to broaden the solicitation to include developers with all types of backgrounds giving everyone an opportunity to respond. We will then review and select the most qualified developer who can meet the needs of NHA.”

Mrs. Lane asked who would be reviewing the RFQ’s.

Mrs. Jordan responded that a review team has not been established yet.

The Environmental Review process and RFP 2018-01 (Appraisal Services) were discussed.

Ms. Jordan informed the Board that CSG Advisors (our agency representative) is working on submitting the Section 18 application for Disposition to HUD for review and approval of the scattered sites. This application, if approved, will be a funding source for the redevelopment.

CSG Advisors will also be working on a Section 18 application for the demolition of the admin building and the 36 1-bedroom senior units. However, after further review it appears the 36 1-bedroom units are not eligible for section 18 funding without providing obsolesces which is also need for HUD to approve the demolition application once submitted. Currently, NHA has reached out to our consortium partner (Nelrod Company who conducted the review in 2012) to provide an updated PNA report. The purpose for reaching out to them is to acquire and provide proof that it is more cost effective for us to build new units than it would be to renovate the existing units. NHA is waiting on a cost estimate to perform this review.

Mr. Heitzenroder added how the RFP for appraisal services is a critical component of the redevelopment. This component is helpful in providing us knowledge as to the market value of our assets as well as any potential proceeds we may receive from the sales of scattered sites. It also helps us in determining a source of revenue to be leveraged with other public, federal and private financial resources for our development plans.

A brief discussion took place regarding suggestions to streamlining the process in resoliciting the RFP to draw attention so interested parties can respond accordingly.

(2). RFP 2018-01 – Appraisal Services:

Mrs. Jordan reported that we are working on revising the RFP to allow for more flexibility (timing, streamlining the paperwork and perhaps having the appraisals completed in phases) but also ensuring compliance.

(3). RFP 2018-02 – Mixed Finance Housing Development Legal Counsel:

Mrs. Jordan reported that we received public interest from 4 attorneys--2 from DC; 1 from Dover and 1 from Pittsburg. The proposals are due January 29th.

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

The Chairperson of this sub-committee, Ms. Shand, was present and presented the financial reports from April 2018 – November 2018.

(a) Monthly Financials

In presenting the monthly financial reports (Budget vs. Actual Report) for the period covering April – November of 2018 for the LIPH program, the report shows a net income of slightly above \$55,300. The budget appears to show consistency from the previous months. She referenced some key points that did affect this reporting period:

- 3110.00 Tenant Rental Income exceeds the budget by \$13.3k. The tenant rents have increased during the fiscal year. Management budgeted for \$13k per month for the entire year but the actual monthly rent charged has averaged to be approximately \$15.2k a month.
- 4110.00 Administrative Salaries expense for the month of November includes three pay periods.

In presenting The Profit Loss report for the Section 8 program for the same reporting period, the report illustrates a negative net income. The major reason has to do with administrative salaries and associated

accounting analysis related to projected expenses related to the redevelopment. We have done cost estimates for needed funding to determine the impact on our overall budget if we were to convert our Public Housing units into Section 8 units.

Strategic Planning Committee – Chairperson (Ms. Shand):

The Chairperson of this sub-committee, Ms. Shand, was present. However, no report was given. A meeting needs to be held after the development committee meets to determine the timeline in meeting the goals established in the 3 year strategic plan.

V. Attorney Issues:

N/A

VI. Old Business:

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

- 1. Approval of 2019 Annual Plan – Mrs. Jordan asked if there were any questions or comments relating to the proposed annual plan. There were none. The Vice-Chairperson asked for a motion to approve the plan. Mrs. Lane made a motion to approve the plan and Mr. Brown 2nd the motion.

Aye 3 (Ms. Shand, Mrs. Lane and Mr. Brown)
Nay 0
Motion passed, Vote: 3 to 0
Abstain: 0

- 2. Approval of Board Resolution #396 – Mrs. Jordan asked if there were any questions or comments relating to the resolution authorizing NHA to submit a Section 18 Application for Demolition/Disposition for the redevelopment of George Reed Village. There were none. The Vice-Chairperson asked for a motion to approve the resolution. Ms. Shand made a motion to approve the resolution and Mr. Brown 2nd the motion.

Aye 3 (Ms. Shand, Mrs. Lane and Mr. Brown)
Nay 0
Motion passed, Vote: 3 to 0
Abstain: 0

- 3. Approval of required HUD updates regarding the Procurement Policy – Mrs. Jordan asked if there were any questions or comments relating to the updates regarding the procurement policy. There were none. The Vice-Chairperson asked for a motion to approve the procurement policy revisions. Mrs. Lane made a motion to approve the revisions and Ms. Shand 2nd the motion.

Aye 3 (Ms. Shand, Mrs. Lane and Mr. Brown)
Nay 0
Motion passed, Vote: 3 to 0
Abstain: 0

- C. From Legal Counsel:

- 1. Mr. Gouge reported that there was a court hearing scheduled for January 7th. It was not held and will be rescheduled. Although NHA was prepared to move forward, the tenant informed the courts that she did not receive all the paperwork from the courts, therefore causing the

rescheduling. Mr. Gouge reminded the board that this case is related to the tenant caused fire that damaged one of NHA's units and the tenant not having made payment for the damages.

Mr. Heitzenroder asked what caused the fire. Mr. Gouge responded that it was a kitchen grease fire. The total cost for the repairs was around \$7700. However the tenant was only charged \$4300 (for specific repairs directly resulting from the fire).

Mrs. Jordan added that the tenant was afforded an opportunity to enter into a repayment agreement with NHA on several occasion but chose not to. Since the rental account is more than 30 days old, NHA is moving forward with non-payment proceedings as per policy.

Mrs. Lane asked if the involved tenant has legal counsel.

Mr. Gouge responded that she was represented by a private attorney but legal aid may represent her at the next court hearing.

2. Mr. Gouge reported that we have another court case scheduled for next week. This case may resolve itself whereas the tenant voluntarily leaves. She is represented by legal aid.

VII. New Business:

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

Mr. Gouge reported that NHA received a Fair Housing Complaint regarding a former tenant who lost her rental assistance about 1 ½ years ago. This complaint alleges that NHA did not grant a reasonable accommodation to a person with a disability. The complaint involves a private landlord and the hearing officer who presided over the grievance hearing. We are working on our response. A fact finding meeting is scheduled for February 7th.

The Vice-Chairperson referenced that there will be no need to hold an Executive Session during today's meeting. The item will be tabled until next month.

IX. Visitors and/or Petition:

Mrs. White was in attendance. She mentioned having an opportunity to view the interpretive sign and its placement. She thought the location was great for folks walking by as its placement can easily be viewed.

Mrs. White also inquired as to who paid for the installation of the sign.

Mrs. Jordan informed all that Mr. Mayhew installed the sign himself at no charge to NHA.

Mrs. White recommended that sometime in the near future that NHA hold a ceremony for the installation of the sign.

X. Executive Session – No Executive Session was held.

XI. Adjournment:

The Vice-Chairperson asked for a motion to adjourn the meeting. Mrs. Lane made a motion for the board to adjourn. The motion was 2nd by Mr. Brown.

Aye 3 (Ms. Shand, Mrs. Lane and Mr. Brown)
Nay 0
Motion passed, Vote: 3 to 0
Abstain: 0

Meeting adjourned at approximately 6:06 PM

Minutes Submitted by: Marene M. Jordan, Executive Director

APPROVED