

Newark Housing Authority
Board of Commissioners
January 8, 2020
REVISED 2/5/2020

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order at approximately 5:34 PM by the Board Chairperson, Lloyd Harris.

I. Roll Call:

Board of Commissioners present: Lloyd Harris, Donna Shand, Marguerite Ashley and Dr. Lewis. Marene Jordan; Executive Director and Donald Gouge Jr. NHA's attorney were also present.

Note: NHA has one board vacancy.

Note: Emile Brown arrived at approximately 5:40 PM

Absent: Nikki Lane

II. Approval of Minutes:

(a). Meeting Minutes from November 13, 2019

The Chairperson asked for a motion to approve the meeting minutes from the November 13th meeting. Before the meeting minutes were approved, a brief discussion took place regarding motions made during this meeting and the intent of the motions. However, no changes were made to the actual meeting minutes. Ms. Shand made a motion to approve the minutes as presented. The motion was 2nd by Dr. Lewis.

Aye 4 (Ms. Shand, Ms. Ashley, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

(b). Executive Session Minutes from November 13, 2019

The approval of the Executive Session Minutes was tabled until next month.

III. Report of the Executive Director:

(a). Staff Reports from November and December 2019:

The Chairperson asked for the report of the Executive Director for the months of November and December of 2019. Mrs. Jordan provided the following report:

Town Hall Meeting:

Councilman, Jason Lawhorn from District 5 will be holding a Town Hall Meeting on Friday, January 10, 2020 at the George Wilson Center on New London Road from 5:30 PM – 7:00 PM. The meeting will be held to discuss issues for Newark and will allow for an open question and answer session.

Holiday Cheer:

There was a great deal of Holiday Cheer shown to our program participants this year. The former Mayor, Polly Sierer, the Newark Area Welfare Committee, the Newark Library and Staff, The Saint John's AM

Church, the Newark NAACP, the Delaware Food Bank and the Toys for Tots (NHA's Annual Program) and volunteers all contributed to the generosity shown this year. This was year was truly a year of giving. NHA thanked everyone who donated and participated in making this year a joyous one.

Purpose Built Community Non-Profit:

NHA is looking to develop a partnership with the Purpose Built Community Non-profit to help redevelop our aged housing stock. The Purpose Built non-profit is working on a project with the Wilmington Housing Authority. This non-profit specializes in revitalization and provides an assortment of quality mixed-income housing.

Issuance of Vouchers:

NHA issued 29 vouchers in 2019. Of these 29 vouchers, only 8 were utilized in our jurisdiction. Since the conclusion of the Rental Housing Workgroup Meeting, NHA was asked to provide additional background information to be included in the Council packets for their February 3rd meeting. The information provided included the number of families on our waiting lists, the number of affordable housing units in Newark, the number of affordable housing units needed. NHA hopes this information will be helpful in the Council Members approval of some of the recommendations from the working group as they relate to affordable housing.

Resident Advisory Board Members:

NHA met with the Resident Advisory Board Members on December 17th to discuss the annual plan. The members were provided with an update of the proposed developments and were informed of the Public Hearing scheduled for December 27th. The members supported the plans for 2020.

Statewide Family Re-entry Pilot Program:

The Delaware PHA's, the Department of Correction and the consultants met on Friday, December 20th to finalize the process, procedure and the MOU as they relate to the statewide family re-entry pilot program. During this meeting, Senator Carper stopped by to congratulate everyone for working together on the pilot program.

Statewide Analysis of Impediments to Fair Housing Choice:

An opportunity was presented allowing NHA to participate in a conference with Mary Ellen from the City of Newark's Planning Department and Karen Horton of DSHA to discuss the lack of affordable housing in Newark and how further clarification can be made in the Statewide Analysis of Impediments to Fair Housing Choice. It was determined that the University of Delaware is a contributing factor as to why rents are unaffordable in the city of Newark. The report will also highlight the low homeownership rate as well.

Alder Creek:

NHA circulated a letter of notification to the management team at Alder Creek regarding the long term vacancies existing there. The purpose of the letter was to offer assistance to them in developing a plan for corrective action in avoiding long term vacancies that could impact NHA's overall scoring and ranking accessed by HUD.

Workshop:

The workshop for the Commissioners is scheduled for March 25th from 1:00 PM – 4:00 PM. The location for the workshop is the Springfield Suites in Newark Delaware. Lunch will be served.

The Chairperson asked for a motion to approve the Staff Reports from November and December of 2019. Mr. Brown made a motion to approve the reports. The motion was 2nd by Ms. Shand.

Aye 4 (Ms. Shand, Ms. Ashley, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

IV. Committee Reports:

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

(a). Approval of the Annual Review of the Executive Director – Executive Session (Closed to the Public):

Before proceeding with any action or further discussions regarding the review, Mr. Brown stated that he believed all personnel matters should be discussed in Executive Session. Mr. Gouge the attorney was in agreement. He added that if no added discussions or edits were necessary and the board was ONLY approving the final version; then, there would be no need to drop down into Executive Session. **No Executive Session was held.**

Mr. Brown provided all board members with a copy of the **Final** Performance Evaluation taking into consideration what was discussed during the November Executive Session Meeting. He allowed for the review of the evaluation. Mr. Brown asked for a motion to approve the Annual Evaluation of the Executive Director. Dr. Lewis & Mr. Harris made a motion to approve the Evaluation. The motion was 2nd by Ms. Ashley.

Aye 4 (Ms. Shand, Ms. Ashley, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

B. Report from Development Committee – Chairperson (Vacant):

(a). Overview – Update provided by Mrs. Jordan:

Mrs. Jordan reported the RFQ to procure a Co-Developer Partner for the George Reed Village was available on January 6th. All responses are due on or before February 6th.

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

(a) Monthly Financials:

The Chairperson of this sub-committee, Ms. Shand, presented the financial reports for the period covering April 2019 – October 2019 for both the Low Income Public Housing Program and the Section 8 Program. Ms. Shand acknowledged reviewing the reports and did not have any questions. She afforded the board members with time to review the reports and ask questions (if necessary). A brief discussion took place regarding the monthly financial reports and the Annual FYE audit. Ms. Shand was able to clarify and explain the difference between monthly reports and their purpose as well as the requirement of an annual audit to Dr. Lewis.

(b). Board Acceptance/Approval of the FYE 3/31/2019 Independent Audit:

The Chairperson of this sub-committee, Ms. Shand, mentioned the final audit was presented and received at the November meeting. Ms. Shand asked for a motion to approve the report since no action was taken in November. Mr. Brown made a motion to approve the final FYE 3/31/2019 audit presented in November. This motion was 2nd by Dr. Lewis.

Aye 4 (Ms. Shand, Ms. Ashley, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

Mrs. Jordan informed the board of receiving notification from HUD on December 16, 2019 acknowledging their receipt of a copy of our FY 3/31/2019 Independent Audit Report. After their review, there were no additional audit findings or questionable costs.

Mrs. Jordan also informed the Finance Committee of an upcoming meeting on Jan. 15th to discuss the proposed budget for 2021. The budget will be presented at the February 12th meeting and hopefully approved at the March 11th meeting.

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

The Chairperson of this sub-committee, Ms. Shand had no report from this committee. A meeting will be held sometime in May of 2020 to discuss the goals of the plan.

V. Attorney Issues:

N/A

VI. Old Business:

- A. From the other Commissioners: N/A
- B. From the Executive Director:
 - 1. Approval of the 2020 Annual Plan: An advanced copy of the plan was provided. Since there were no additional questions on the proposed plan, Ms. Ashley made a motion to approve the plan. The motion was 2nd by Dr. Lewis.

Aye 4 (Ms. Shand, Ms. Ashley, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

C. From Legal Counsel: N/A

VII. New Business:

A. From Commissioners: N/A

B. From the Executive Director:

1. MOU Statewide Family Re-entry Pilot Program: An advance copy of the revised MOU was provided. Since there were no other questions, Ms. Ashley made a motion to execute the MOU. The motion was 2nd by Ms. Shand.

Aye 4 (Ms. Shand, Ms. Ashley, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

2. Board Vacancies: A brief discussion was had regarding the current board vacancy, the process in filling vacancies in general and the required written notification from a board member (should there be a need for one to resign). The discussion included the importance of board members staying committed to avoid delays in any action(s) requiring board approval.

C. From Legal Counsel: N/A

VIII. Visitors and/or Petition:

Ms. White a resident from Newark was in attendance. She asked two questions

1. She asked why there are long term vacancies (30 days or more) at Alder Creek. Mrs. Jordan responded that it was her understanding that the waiting list needed to be updated to afford a more timely response from interested applicants.
2. She referred to the conceptual site plan for the redevelopment. She asked as to how many floors will be used to house the seniors. Mrs. Jordan responded, "That level of detail has not been determined yet. When we procure our co-developer, and work through the site plans, we will have a better idea."

IX. Executive Session – Annual Review of the Executive Director:

No Executive Session was held

X. Adjournment:

The Chairperson asked for a motion to adjourn the meeting. Mr. Brown made a motion for the board to adjourn. The motion was 2nd by Ms. Ashley.

Aye 4 (Ms. Shand, Ms. Ashley, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 4 to 0

Meeting adjourned at approximately 6:35 PM

Minutes Submitted by: Marene M. Jordan, Executive Director