

**Newark Housing Authority
Board of Commissioners
March 11, 2020**

Summary of Meeting Minutes

Opening:

The regular meeting of the Board of Commissioners was called to order at approximately 5:02 PM by the Board Vice-Chairperson, Marguerite Ashely.

I. Roll Call:

Board of Commissioners present: Marguerite Ashley, Nikki Lane, Emile Brown and Dr. Lewis. Marene Jordan (Executive Director) and Donald Gouge Jr. (NHA's attorney) were also present.

Absent: Lloyd Harris, Donna Shand and Paul Tillman

II. Approval of Minutes:

(a). Meeting Minutes from February 12, 2020

The Vice-Chairperson asked for a motion to approve the meeting minutes from the February 12th meeting. Mrs. Lane made a motion to approve the minutes. The motion was 2nd by Mr. Brown.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

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

The Vice-Chairperson asked for a motion to approve the Executive Session meeting minutes from the November 13, 2019 meeting. Mrs. Lane made a motion to approve the minutes with the corrections. The motion was 2nd by Mr. Brown & Dr. Lewis.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

III. Report of the Executive Director:

(a). Staff Reports from February 2020:

The Vice-Chairperson asked for the report of the Executive Director from the month of February. Mrs. Jordan provided the following report:

Statewide Pilot Re-entry Program Update:

PHA's in Delaware and the Delaware Dept. of Corrections has gained momentum. Chris Whaley from DSHA will be doing an interview about the Family Re-entry Program (RFP) with Channel 47. He will represent all Delaware State agencies during this interview. DSHA completed their Public Hearing Process for the FRP while WHA public hearing comment period is open. NHA and the County will hold a call next week to discuss our path moving forward. Although the board has given NHA approval to sign the MOU

as one of the state agencies participating in the pilot program, NHA has concerns regarding the timing of the effective date of the pilot program and when the Streamlined Voluntary Conversion process will begin thus repositioning NHA to only administer housing vouchers. Status is pending.

Statewide Analysis of Impediments:

NHA has not received any further guidance/instructions on how and when the process will continue. Status is pending.

Rental Workgroup:

As the Rental Workgroup plans to reconvene, NHA forwarded information to the President of Landlord Association and Members of Council regarding the Housing Choice Voucher (Section 8) to assist in their having an understanding of how the program works. NHA met with Vice-Chairperson Marguerite Ashley to discuss some strategies for the meeting planned for March 12th particularly the Inclusionary Zoning recommendation. Status is pending.

Mobile Food Drive:

The mobile food pantry in collaboration with NHA will be hosting another food distribution event held on Thursday, April 16th at Alder Creek. The registration process has begun. NHA has 25 registered families. A representative from the Food Bank will be contacting the Hudson State Service to inquire into setting up a table to register additional families in an attempt to target 50 pre-registered families.

Mrs. Lane asked why families aren't signing up.

Mrs. Jordan responded, it could be competition being that several non-profits and churches within our community are hosting individual events.

2020 Annual Plan:

NHA received communication from the Philadelphia HUD office that the Annual Plan is currently under-review. NHA expects the plan to be approved within the next few weeks.

2020 Capital Fund Award:

NHA received notification from the Philadelphia HUD office that the Capital Fund Program Processing period for FY 2020 awards is open to all PHAs. NHA is in the process of submitting all forms and statements of compliance required to have full access to these funds. NHA's was allocated \$297,310.

Community Support:

NHA received payment from Pike Creek Mortgage Services for the two families that were selected to receive this financial support. A date and time to discuss media coverage with the owner of the Mortgage Company has not been determined yet. One of the tenants has responded with a written thank you letter to the Mortgage Company.

FYE March 3/31/2020 Independent Audit:

NHA's FYE audit for 3/31/2020 is tentatively scheduled for the week of July 13th or July 20th. Confirmation is pending.

CDBG 45th year award:

NHA received the agreement for the use of the CDBG for the 45th year from the City of Newark. NHA was awarded \$30,000 for pre-development costs despite previously notice of an award for \$25,000.

The Vice-Chairperson thanked Ms. Jordan for the report and then asked for a motion to approve the Staff Report. Mr. Brown made a motion to approve the report. The motion was 2nd by Dr. Lewis.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

IV. Committee Reports:

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

The Chairperson of this sub-committee, Mr. Brown was present and acknowledged there was no report from this committee.

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

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

Mrs. Jordan reported the site-visits of properties managed by our respondents went well as well as the presentations. After the presentations, the review committee met and determined that follow-up questions and answers were needed before a recommendation can be made to the board of commissioners.

As far as the process, the evaluation review committee agreed to offer the respondents an opportunity to present their best and final offer by March 18, 2020. This process would include their responses to questions presented individually by the review committee.

The best and final offer will allow each respondent to address the following:

- Property management – step down phase
- Guarantees
- Shared cash flow percentage
- Developer fee
- Relocation of residents
- Demolition – whether one or two phases
- Bedroom mix to include 4 bedrooms and possible 4 market rate units

- Multi-Tax Credit Applications

Representatives from CSG Advisors will be prepared to make the final recommendation to the board at the April 8th meeting.

For Clarification, Mrs. Lane asked for the make-up of the evaluation committee.

Mrs. Jordan responded with:

1. Don Gouge – NHA’s day to day attorney
2. Gloria Thompson – NHA’s grant writer
3. Tonya Dempsey, William Dreisbach and Madeleine Singer from CSG Advisors (NHA’s agency representatives)

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

(a) Monthly Financials:

The Chairperson of this sub-committee, Ms. Shand, was not present. However in her absence, the Vice-Chairperson asked Mrs. Jordan to present the financial reports.

Mrs. Jordan began the review of the Budget vs. Actual report for the period covering April 2019 – January 2020 for the Low Income Public Housing Program. She noted no unusual activity taking place and pointed out the authority appears to be operating with a net income with only two months left to be reconciled within the fiscal year. She noted the same activity in the Section 8 Program.

(b) Proposed Budget for 2021 and Resolution No. 401:

The Vice-Chairperson moved onto the proposed budget for 2021. She referenced the budget was presented last month. In briefly reviewing the budget, she referenced the revenue and expenses for each program (LIPH vs. HCV) proposing a combined operating budget of \$1,291,194.

She opened the floor to discuss and questions or concerns regarding the proposed budget. Since there were no concerns, she asked for board approval. Mrs. Lane made a motion to approve the proposed budget for 2021. The motion was 2nd by Mr. Brown.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

The Vice-Chairperson then asked for approval of Resolution No. 401, the approval budget for 2021 and HUD form 52574 to be submitted to the Philadelphia HUD office. Mrs. Lane also made a motion to approve Board Resolution No. 401 authorizing NHA to submit the budget; the Resolution and HUD form 52574 to our field office. This motion was 2nd by Mrs. Brown.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

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

The Chairperson of this sub-committee, Ms. Shand was not present. However in her absence, the Vice-Chairperson asked Mrs. Jordan for confirmation of the date and time for the Commissioner Work Shop.

Mrs. Jordan confirmed the location of the Embassy Suites on South College Avenue adjacent to TGIF and across from the Bob Carpenter Center. The workshop is scheduled from 1-4 on Wednesday, March 25th. A buffet lunch will be served from 1 – 2:30 pm.

V. Attorney Issues:

N/A

VI. Old Business:

- A. From the other Commissioners: N/A
- B. From the Executive Director: MTW Designation - Tabled
- C. From Legal Counsel: N/A

VII. New Business:

- A. From Commissioners: N/A
- B. From the Executive Director:
 - 1. The Vice-Chairperson referred to the revised Functions of the Newark Housing Authority for the City of Newark Use. She acknowledged Mrs. Jordan presented a draft revision to the functions of the authority vs. the function the City of Newark had on record. Mrs. Jordan was seeking the board’s review, feedback and approval. A brief discussion took place regarding if the proposal was a revision to or a replacement to the functions on record with the City. An agreement was reached where the draft functions presented by Mrs. Jordan which covers the functions, the board of commissioners makeup and appointing authorities as well as the mission statement was an appropriate replacement. Mrs. Lane made a motion to accept the replaced functions to be forwarded to the City. The motion was 2nd by Dr. Lewis.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0
 - 2. The Vice-Chairperson referred Resolution No. 402 – Write-offs for FYE 3/31/2020. Mrs. Jordan made reference to the resolution for the period covering April 1, 2019 – March 11, 2020. The total write-offs for this period were in the amount of approximately \$4,163.00 in uncollected damages. There was no uncollected rent for in-active tenants for this period. Mrs. Lane made a motion to approve the resolution. The motion was 3rd by Mr. Brown.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

3. The Vice-Chairperson referred Resolution No. 403 – NHA’ use of CFP 2020 funds apart of the 2020 Annual Plan. The Vice-Chairperson acknowledged the board approving the Annual Plan last month. Mrs. Jordan said yes. However, at the time the plan was approved, NHA was not aware of the CFP 2020 award. Since then, HUD has announced that NHA will be awarded \$297,310 in funding. Mrs. Jordan referenced the Annual statements for this grant showing approved work categories and funds allocated to each budget line item. After clarification of the process and approval, Mrs. Lane made a motion to approve the resolution. The motion was 2nd by Mr. Brown.

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

- C. From Legal Counsel: Mr. Gouge reported that he will be representing NHA in a new court case scheduled for March 17th. The case involves non-payment of rent. Mrs. Jordan noted that the case involves a senior.

VIII. Visitors and/or Petition:

The Vice-Chairperson acknowledged that Ms. Jean White a resident from Newark was in attendance and opened the floor to her. She asked questions and provided comments.

1. She referenced why NHA would want to include market rate units in the redevelopment. She asked wouldn’t this take away from offering affordable housing. Mrs. Jordan responded the proposed market rate units would be in addition to the affordable housing units. The idea is to include different groups/income levels in one development thus creating diversity. Mrs. Jordan provided a breakdown:
 - A). Current affordable housing units to be replaced is 56
 - B). The redevelopment plan offers 68 affordable housing units An increase of 14.
 - C). NHA is seeking to include 4 market rate units to the housing plan thus increasing the total available units to 72.
2. She did not think the concept of mixing affordable housing with any other group would change the mindset of city council.
3. She referred to the schematics the A/E firm prepared and asked if any of those were going to be used in the redevelopment. Mrs. Jordan responded possibly. However, the respondents to the RFQ may offer a different site plan.

X. Adjournment:

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

Aye 3 (Mrs. Lane, Mr. Brown and Dr. Lewis)
Nay 0
Motion passed, Vote: 3 to 0

Meeting adjourned at approximately 6:10 PM
Minutes Submitted by: Marene M. Jordan, Executive Director