



313 East Main Street • Newark, Delaware 19711 • Telephone/TDD 302-366-0826 • Fax 302-366-8212

**Newark Housing Authority  
Board of Commissioners  
January 10, 2024**

**Summary of Meeting (In-person) Minutes**

**Opening:**

The regular meeting of the Board of Commissioners was called to order at approximately 5:01 PM by the Chairperson, Nikki Lane.

**I. Roll Call:**

The Chairperson made a request for Roll Call. Board of Commissioners present: Nikki Lane, Paul Tillman, Emile Brown, Keith Moone Sr. and Abeo Lucas. Marene Jordan (Executive Director) and Attorney Donald Gouge Jr. were also present.

**Absent Commissioners: Kelly Thompkins and Jerry Clifton (Re-elected for Mayor)**

**II. Visitors and/or Petitions:**

The Chairperson asked if there were any visitors present. Since there were none, she moved onto the next agenda item.

**III. Approval of Minutes:**

**(a). Meeting Minutes from November 8, 2023**

The Chairperson asked if there were any questions regarding the meeting minutes from November 8, 2023. Since there were none, she asked for a motion to approve those meeting minutes. Commissioner Tillman made a motion to approve the meeting minutes presented. The motion was 2<sup>nd</sup> by Commissioner Moone.

Aye 4 (Tillman, Brown, Lucas and Moone)

Nay 0

Motion passed, Vote: 4 to 0

**III. Report of the Executive Director:**

**(a). Staff Reports from November and December 2023**

The Chairperson asked for the staff reports of the Executive Director. Before Ms. Jordan proceeded with the staff reports, she requested that time be allowed to read for the record a letter of thank from Mr. Greg Baldwin (former Administrative Assistant) who retired on December 31, 2023. The Chairperson granted permission.

For the record Ms. Jordan read the following:

***Dear Board Members, Mr. Gouge and Ms. Jordan,***

***With gratitude, I express my sincere appreciation for your gift of the grand retirement event held here on Friday, December 15, 2023. It made me feel loved and appreciated by everyone who was present. I will always treasure your kind gestures. I extend a very special heartfelt “Thank You” to Ms. Jordan for her tireless efforts and dedication in making this event a special, memorable and wonderful occasion. I always have and will continue to cherish my association with the Newark Housing Authority. Thank you once more for a wonderful evening. It provided a great passageway to time with family, travel, more time devoted to my artwork and a more leisurely pace of life.***

***Sincerely,  
Gregory W. Baldwin.***

Mrs. Jordan proceeded with the following report for November 2023:

**Listening Session on Affordable Housing at the Newark Library:**

Several Commissioners and Ms. Jordan attended the listening session on affordable housing at the Newark Library on November 8, 2023. Commissioners in attendance were Paul Tillman, Emile Brown and Kelly Tompkins. The topic of affordable housing is on the radar for everyone in Delaware even though there is a national shortage. By attending this meeting, Ms. Jordan was able to raise the question about rental caps in the private sector. Senator Russell Huxtable acknowledged that her question regarding rental caps was also asked in the session held in Dover. This topic and many other topics related to developer incentives to join the efforts of developing affordable housing needs to continue to create open dialog between community members, stakeholders, and policy makers.

Ms. Jordan was extremely happy to be able to attend the meeting and take part in this discussion. More importantly, she was able to reconnect with Sean O’Neill from the school of Public Policy and Administration at UD. She was able to network with Nicole Waters from the County to briefly discuss our challenges of relocating our seniors during phase I of our redevelopment. It appears the county may be able to assist residents that will be impacted during the 1st phase.

**Relaunch of Family Re-entry Program continued:**

Team meetings continue as we approach Design Session 4. Next, we plan to conduct a series of FRP information sessions for key stakeholders at the end of January/early February. These sessions will be essential to prepare stakeholders for promoting and facilitating the Program.

Each PHA staff will play a central role in the FRP process educating and referring residents, approving FRP applications, maintaining property addresses, and facilitating lease updates when necessary.

### **Christmas Food Boxes:**

The Newark Housing Authority was contacted by a representative from the Newark Area Welfare Committee for continuing efforts with their Holiday Cheer. This year they delivered Christmas Food Boxes to our residents of the Low-Income Public Housing Program and families at Alder Creek. For all families interested, they were delivered on Saturday, December 16, 2023.

### **Centralized Waiting list continued:**

The collaboration continues as we determine the next steps below:

- Selection of a Centralized Administrator
- Issue Vendor FRP
- Finalize Service Agreements
- Board Approval

The team was scheduled for a HUD follow-up meeting on December 8, 2023.

### **Alder Creek update:**

NHA received notification of the vacancy of property manager being filled as of November 29th. During the time this position was vacant, maintenance remained constant.

As of December, NHA's inspector began performing the annual inspections for the 14 PBV units at Alder Creek to ensure the inspections are being conducted and those inspections achieving a status of PASSED.

### **Newark Housing Authority Resident Tour @ The NCC Hope Center:**

On November 30, 2023, Commissioner Brown and the Executive Director spoke to the Director of the Hope Center in an attempt to secure temporary housing for the seniors who will be impacted during phase I of the redevelopment of GRV. This meeting allowed for a discussion regarding their availability to provide temporary housing for at least a 12-month period. It appears they can. Therefore, a field trip was scheduled to the Hope Center on Monday, December 18, 2023, between the hours of 11 am – 3 pm. The purpose of this trip was to provide the residents with an opportunity to visit and see the facility as one of the housing alternatives that could be considered when it's time to start the relocation process. After the tour, the Director of the Hope Center offered a Q&A session to address all questions and explain the operations of the facility. Transportation and lunch were provided to those who attended the field trip. The cost for all services (onsite resources) provided by the Center, inclusive of wrap-around services is a flat fee of \$1500 a month. The tenant would be responsible for 30% of their adjusted income towards the rental payment and NHA will pay the balance. All residents who attended were required to sign an indemnification form prior to travel.

If the residents expressed an interest, the lease-up could take place in June of 2024 with closing scheduled in July and demo starting shortly thereafter. There will be an MOU agreement for NHA as the funder for the 12 seniors who will be displaced. Payment will be made monthly like HAP disbursements to our existing landlords. CDBG funds could also fund this.

Four residents, two commissioners (Moone and Lucas) along with NHA Staff took a tour of the Hope Center. The Director of the Hope Center did a great job as the host. The Director also had service providers available to explain the all-inclusive wrap-around service they each could provide that will be free of cost to our residents should they choose this location. Services include but are not limited to:

- Christiana Health Care services
- Substance abuse and mental health services
- SNAP benefit services
- Shuttle Bus transportation
- Prepared meals on selected days
- Cleaning services
- Pets are welcomed.
- Housing referrals
- Community room dining area

This event went well.

Chairperson Lane asked how many residents took part in the tour?

Response:

Four out of eleven residents signed up for the tour.

Commissioner Brown asked how many residents are left to relocate?

Response:

We have six residents left to find off-site housing.

**City of Newark Council Meeting – Vacation of Independence Circle:**

NHA attended the City Council Meeting on Monday, November 13, 2023. A resolution was being presented by Renee Bensley, the Director of Planning and Development for the vacating of Independence Circle as part of the process for the redevelopment of GRV. The resolution was unanimously supported by all council members present. Also in attendance were Commissioner's Paul Tillman and Kelly Tompkins.



**GRV DeIDOT Meeting:**

A team call took place on November 1, 2023, with representatives from the City and DeIDOT on the call. There were no significant changes required by DeIDOT or the City even with the noted change of not requiring two-way access on Main Street. The team believes we have a much better site plan with Main Street being limited to ingress only.

**GRV Resubmission:**

On November 17, 2023, the GRV plans were resubmitted to the Planning and Development Department for further review. The status is pending.

**CY 2024 Subsidy Submission:**

NHA submitted its CY 2024 subsidy submission on November 19, 2023, with confirmation from HUD on November 22, 2023. Status is pending.

**FY March 31, 2023, Audited Financials:**

NHA submitted its audited financial statements electronically to HUD on November 21, 2023. The financials are under review.

Mrs. Jordan proceeded with the following report for December 2023

**Relaunch of Family Re-entry Program continued:**

The continued discussions among all PHA's allowed for the agreement of eligible participants to be permitted to remain as an extended guest of the household for a period of up to two years. During this time, the participants will not be an official part of the lease and their income will not be included as part of the rent calculation. After at least one year or a maximum of two years, the participant may be officially added to the lease following a written request from the head of household and approval of the PHA.

To be eligible for the FRP, an applicant must meet the following eligibility criteria:

- Be a U.S. citizen or have lawful immigration status.
- Have been released from prison or have received a conviction even if this did not result in incarceration, in the last three years.
- Have a family member or members (parent, stepparent, sibling, child, grandparent, grandchild, spouse, domestic partner, co-parent, aunt, uncle, or first cousin) residing in a housing unit assisted by one of the five PHAs.

Individuals are ineligible for the FRP if they:

- Have been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of any federally assisted housing, Or
- Are subject to a lifetime registration requirement under a state sex offender registration program.

Our consultants, Social Contract, are assisting with public awareness by inviting those who the group feels are appropriate to attend, to the upcoming information sessions.

**Admin Position Advertised:**

Interviews for the Administrative Assistant is complete. Tracey Bennett was hired to fill this position as a full-time Administrative Assistant. Her start date is February 5, 2024.

**Centralized Waiting list continued:**

A HUD meeting on December 8, 2023, allowed continued discussions among all PHAs to take place to show progress on this subject since our last meeting. All PHAs have collectively decided to implement a unified (centralized) application system for the voucher program. The group decided to create a nonprofit.

The nonprofit's responsibilities include:

- Management of the consolidated waiting list-The nonprofit will maintain a centralized list for the entire state ensuring a more organized and transparent process for applicants.
- Regular purging of the waiting list-The nonprofit will maintain the accuracy and relevance of the waiting list and will routinely review and update it.
- Streamlining Housing Authorities' Workload-By centralizing key tasks, the nonprofit aims to reduce the administrative burden on each housing authority.

Governance and Operational Framework-The governance structure of the nonprofit is designed to reflect a collaboration approach with all PHAs having a role in its oversight. This inclusive governance ensures that the nonprofit's policies and operations align with the diverse needs and perspective for each of the PHAs.

**General items of nonprofit include:**

- Procurement Services for the nonprofit includes engaging with vendors, managing contracts, and ensuring cost-effective service.
- Administration of the common application and pure process is a key function of this nonprofit to administer the centralized application system making it simpler for applicants to access vouchers.
- Technology and reporting of the nonprofit will also oversee the technological aspects of the program including the development and maintenance of an online application system. The nonprofit will also be responsible for compiling and reporting relevant data to all participating housing authorities to ensure transparency and accountability.
- The cost for each PHA will be determined by the number of vouchers associated with each.
- The Wilmington Housing Authority has offered their legal counsel services to start the process in the creation of a nonprofit.

- The MOU is currently being drafted by the consultant, CSG Advisors.
- A Board Resolution is being prepared to present to PHAs needing board approval.
- All PHAs have included the language of the possibility of establishing a centralized waiting list in their Annual Plans.

The next meeting is scheduled for January 30, 2024, and will be in-person with the HUD staff attending.

**Streamlining the Housing Choice Voucher process:**

Efforts are being made in establishing a statewide Housing Choice Voucher streamlining process among all Delaware PHAs.

The technical assistance overview goals are:

- Create a shared set of principles, goals, and practices for current and future applicants to align the HCV program policies, procedures and landlord engagement using coordinate housing guide.
- Identify possibilities of new and/or strengthening existing HCV administrative policies and procedures, owner outreach, owner incentive programs as a response to statewide needs.
- Work with collaborative members to align HCV program policies and procedures through their required admin plan and updating requirements.
- Provide on-call technical assistance to PHAs in the implementation of any new policies, procedures and outreach efforts.

Key Activities:

- Create terms of collaborative engagement, project goals, and expectations.
- Circulate MOU Letter of Engagement among partners.
- Gather initial information/data/document request for each PHA.
- Identify additional stakeholders to be involved.
- Conduct Staff/Stakeholder interviews.

The next meeting is to be determined.

**Alder Creek update:**

As previously shared, NHA's inspector did complete the annual inspections of the 14 PBV units at Alder Creek to ensure the inspections are being conducted, deficiencies observed and mitigated within the timeframe specified, resulting in the unit having a status of "PASS".

Chairperson Lane inquired into the status of management at Alder Creek.

Response: (From Ms. Jordan)

“As far as the inspections for Alder Creek (PBV units); six units passed inspections in December and there are Eight scheduled for a re-inspection. As of today, there are seventeen late recertifications.”

Chairperson Lane asked, “Have you personally meet the new property manager?”

Response: (From Ms. Jordan)

“Formally, no, I but have exchanged calls and emails.”

Chairperson Lane asked if a formal letter was sent to Alder Creek regarding the late recerts. “The late recerts are a problem.”

Response: (From Ms. Jordan)

“No.”

The Chairperson engaged the board in a brief conversation regarding management and pointed out that what they (Alder Creek) may do does affect NHA overall, especially our ranking and scoring from HUD.

After a brief discussion it was the consensus of the board to have the attorney send a letter to the management of Alder Creek letting them know our concerns and giving them a timeline to get the late recerts completed.

#### **Request for a Delaware State Housing Extension for GRV:**

Discussion was had with our developer partner mentioning a need to ask DSHA for an extension on closing and completion. The Carryover document we received from the state necessitates that we make that request now. The goal is to advise DSHA that the dates in the Carryover Agreement are not feasible based on our current schedule which shows a July closing. The Carryover Agreement also required some minor changes like adding EIN#s and confirming entity names and signatures. Status is pending.

The extension date is extremely important as we want to keep the temporary housing under 12 months, or else it falls under URA (Uniform Relocation Assistance and Real Property Acquisition Act). The residents will have the option to return to a new unit or choose to stay where they are temporarily relocated. NHA is required to at least offer permanent relocation under HUD’s regulations if they are displaced beyond 12 months. Tenants may be given the opportunity to:

- Continue to remain temporarily relocated for an agreed period of time.
- Permanently relocate to the unit which has been their temporary unit if it is available to do so; or
- Choose to permanently relocate elsewhere with URA advisory services.



**GRV Signage Posting:**

The public notice sign for the major subdivision site plan approval for George Reed Village was installed on the property on Monday, December 18, 2023.

**FY March 31, 2023, Audited Financials:**

NHA submitted its audited financial statements electronically to HUD on November 21, 2023. The financials are still in the status of being reviewed.

**CDBG Update:**

NHA asked for an addendum request for funds awarded under the 49<sup>th</sup> year (July 1, 2023 – June 20, 2024) in the amount of \$53,820 for the redevelopment of GRV to be reallocated. This request is to allow for funds awarded to be used for relocation expenses for families who occupy buildings that are scheduled to be demolished during Phase I. Originally, these funds were approved for use in providing financial support for demolition of the existing NHA offices. Since the construction is not anticipated to start until July of 2024, the request can be used for relocation expenses.

Under the 50<sup>th</sup> year for CDBG funds, NHA was approved for \$58,500 for funding for the demolition.

The Chairperson acknowledged requesting to reallocate the \$53,000 was a good choice to assist with relocation costs.

The Chairperson asked if there were any additional questions or comments regarding the staff reports. Since there were none, she proceeded with a motion to approve the staff report for the months of November and December. Commissioner Brown made a motion to approve the staff reports. The motion was 2nd by Commissioner Lucas/Moone.

Aye 4 (Tillman, Brown, Lucas and Moone)  
Nay 0  
Motion passed, Vote: 4 to 0

**V. Committee Reports:**

The Chairperson called for the report from the Policies, Procedures, and Compliance & Personnel Committee.

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

The Chairperson of this sub-committee, Mr. Brown, was present for this committee update. He proposed Resolution #418 – Resolution authorizing the establishment of a nonprofit to manage Delaware’s Centralized Waitlist for the Housing Voucher Application Program.

Commissioner Tillman asked:

“How will the cost for startup be shared?”

Response:

“The cost is based on size and vouchers associated with all five PHAs.”

Commissioner Tillman commented:

“So, Wilmington will be responsible for most of the cost?”

Response:

“Wilmington, DSHA and NCC will share most of the cost.”

Commissioner Lucas asked:

“Will this waitlist allow for a streamlined process for first-time home buyers?”

Response:

“This waiting list is specific to folks applying for assistance under the Voucher Program that will be extended to the LIPH program at some point. Programs for homeownership will be specific to each housing authority that offers it.”

Commissioner Brown asked:

“For the nonprofit (once created), will there be a need for a NHA board member to have a seat on that non-profit?”

Response:

“Each PHA will have a seat on the board of the nonprofit created as part of the governance role in its oversight.”

Commissioner Moone asked:

“How will the centralized waiting list affect our preferences?”

Response:

“The database (universe) allows an applicant to apply to the PHA of their choice. Once they are selected from a PHAs waiting list, the selection will be based on preference(s) they were eligible to receive based on that PHAs Admin Plan. The eligibility screening will also be determined by that PHAs polices.”

The Chairperson of the board asked if there were any additional questions. Since there were none. Commissioner Brown made a motion to approve Resolution #418 as presented. The motion was 2<sup>nd</sup> by Commissioner Lucas.

Aye 4 (Tillman, Brown, Lucas and Moone)  
Nay 0  
Motion passed, Vote: 4 to 0

The Chairperson called for the report from the Development Committee.

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

Ms. Jordan reported on behalf of GRV. The Ingerman team submitted a request to the Delaware State Housing Authority for an extension to carryover the 2023 tax credits. Basically, the request was to move the closing date from April to July. This was based on their project pre-development schedule closing in April may not be feasible, but the state had declined the request but offered alternatives instead to proceed with a closing date in April 2024.

The State offered conditions:

1. Construction loan settlement to take place by April 30, 2024.
2. A copy of the amendment and restated operating agreement with syndication details.
3. Certification by owner that GRV II LIHTC LLC is the owner of said property as of April 30, 2024.
4. There is a construction loan payment due at closing.
5. Certificate of Occupancy for each building upon completion of the development no later than December 31, 2025.

Our attorney, Marty Wash, reviewed the agreement. In response, most state agencies will set certain deadlines to move deals along but there is only so much a developer can control. The request for an extension is too far out so Ingerman will do that closer to the deadline. There were also minor changes such as EIN number and confirming the entity names and signature.

Ms. Jordan reported, the Planning Commission meeting went well on January 2<sup>nd</sup>. Commissioner Tillman was in attendance. There was a lot of discussion regarding the playground, especially its location. There were opinions about the walking trail, the variances, not enough green space and the proposed landscaping. Items not submitted were solar panels, the doggie park, and the overall layout.

Consequently, there were no changes to the rendering, landscape, elevation, or lighting. Just minor changes as outlined in my email to you all sent on January 5, 2024.

There was also a question regarding the spelling of GRV. Reed vs. Read. The spelling is universal but is most known to be spelled using “ea.” In my opinion the “ee” is a distinction between the two developments. But we need to decide on the spelling. One of the planning commissioners thought it should be left with the spelling that is known to the community by using “ea” instead of “ee.”

After a brief discussion the Board of Commissioners and the attorney conducted some research. It appeared that his name was spelled Reed at times, but mostly Read. The attorney did show the Declaration of Independence was signed as George Read. Therefore, moving forward with GRV, the spelling of Read will be used with “ea” instead of “ee”. That was the consensus of board members in attendance.

Ms. Jordan reported the Ingerman team submitted a waiver request to get in front of the excess moisture found in New Energy Start apartments/New Construction. (Possibly the issue at Alder Creek). On January 3, 2024, a meeting was held with state representatives to discuss issues with condensation found in microwaves and dryers. The team proposed to include recirculating range hoods (in place of over the range microwaves) to remove cooking grease and an exhaust vent in the kitchen ceiling that exhausts kitchen air through an ERV to the outside. In lieu of the standard dryers being ducted to the exterior, the team proposed heat pumps for the dryers. Heat pump dryers are more expensive but that is what the team proposed. The state requested revised drawings for their review and approval.

Ms. Jordan reported hosting the first resident consultation group meeting with the residents who occupy buildings scheduled to be demoed during Phase 1. We discussed the relocation process. Eight of the Eleven residents attended the meeting. We allowed for a Q&A to follow. At the conclusion of the meeting, applications to the Hope Center, Main Towers and Alder Creek were made available. Since the meeting,

- One resident was approved.
- One is being considered at Villa Belmont.
- Two residents applied at Main Towers – Placed on waiting list.
- One resident applied at Alder Creek – Placed on waiting list.
- One resident applied at Victoria Mews – Pending.

We are currently seeking proposals for relocation expenses.

### **C. Report of Finance Committee – Chairperson (Mr. Tillman):**

#### **(a) Committee Report - Monthly Financials:**

The Chairperson of this sub-committee, Mr. Tillman, was present for this committee update. Commissioner Tillman confirmed that everyone received the financial reports. The financial reports covered the period from April 2023 through November 2023. He mentioned in his review that the reports appear to be in order.



“We are 8 months into our budget, and we are still reporting a positive net income. We have the usual over budget line items but nothing out of the usual. I don’t have anything else to report unless someone has a question.”

The Chairperson inquired into BLI 4220.00 Resident Services \$100.

Commissioner Tillman commented that it’s a relatively small number considering the BLI is \$1,290.

Ms. Jordan responded that she was not sure what the cost allocation was for but will report next month.

The Chairperson asked if there were any other questions. Since there were none, she moved onto the next agenda item.

**The Chairperson called for the report from the Strategic Planning Committee.**

**D. Strategic Planning Committee – Chairperson (Ms. Lane):**

There was no report from this committee needed. Previously discussed was the need for a strategy for relocation.

**VI. Attorney Issues:**

There were no attorney issues to report.

**VII. Old Business:**

- A. From the other Commissioners: Retreat – Chairperson asked Commissioner Brown to work with staff to start discussions on when the retreat will be held (spring likely) and what training/vendors we want to include.
- B. From the Executive Director: Draft Copy of Resolution No. 419, Approval of FY 2024 Annual Plan.

Ms. Jordan stated: The Annual Plan, which is submitted to HUD every year, is a plan that includes policies, programs changes, annually. NHA is considered a small housing authority and is exempted from the requirement to submit an Annual PHA Plan. The plan does require a 45-day review period affording the public an opportunity to submit comments/questions within the review period and attend a Public Hearing. Our public hearing was scheduled for December 28, 2023, and there were no attendees. Ms. Jordan added our polices have not been updated in a few years and there are significant changes that are regulatory changes and or updated by HUD. Other changes include the mentioning of:

- A DE statewide centralized waiting list for all five PHAs.
- The relaunching of the DE statewide Family Re-entry Pilot Program for all five PHAs.
- A DE Statewide HCV streamlined shared alignment of polices and procedures for all five PHAs.
- MTW Flexibility for smaller PHAs.

The is one lease amendment to our lease agreement. Specifically, the lease revision is to include: ***Residents, under no circumstances, are to utilize kerosene heaters. Residents must use the dwelling unit's heater system as the unit's primary source of heat. Electric heaters may be used when supplied by the Newark Housing Authority in emergency situations only. Residents under no circumstance are to utilize space heaters and ovens as a primary source of heat.***

Last, the Annual Plan mentions HOTMA policy changes to comply with PIH Notice 2023-27 when the HIP system is up and running and the revisions are made clear by HUD.

Commissioner Tillman inquired as to if the attorney had reviewed that plan.

Answer:

“Given that the majority of the changes are regulatory changes, the attorney was not involved.”

The Chairperson asked if there were any other questions regarding the annual plan. Since there were none, she asked for a motion to approve the 2024 Annual Plan? Commissioner Brown made a motion to approve the annual plan. The motion was 2<sup>nd</sup> by Commissioner Lucas.

Aye 4 (Tillman, Brown, Lucas and Moone)  
Nay 0  
Motion passed, Vote: 4 to 0

C. From Legal Counsel: None

#### VIII. New Business:

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

(a). By-Laws – Discussion on what is eligible for a leave of absence. The attorney mentioned, “The By-Laws are silent in addressing this type of situation. However, in my opinion Commissioner Clifton will have to resign.”

Commissioner Brown asked if it would be a conflict of interest if he held both positions.

Attorney Gouge mentioned the By-Laws can be amended to include specifically the process of which a commissioner must step down.

(b). Discussion on setting parameters for medica coverage/contact person. Attorney Gouge mentioned all inquiries should go through Marene including Media Coverage.

Chairperson Lane agreed and added, “Media Coverage should not be with a Public Official. Everything NHA does is under HUD regulations. We appreciate our partners, but the agency will contact the media when the time is appropriate.”

(c). Draft copy of Resolution No. 418, Statewide Centralized Waiting List. Discussed and approved earlier in the meeting.

- C. From Legal Counsel: Attorney Gouge reported that we have an ongoing court case with a participant who has numerous lease violations and NHA is seeking termination. The participant requested a jury trial. A jury trial is very rare in JP court. If the courts deny the request a bench trial will be scheduled.

**XI. Visitors and/or Petition:**

The Chairperson opened the floor once again to any visitors that may be present. There were no visitors present.

**X. Adjournment:**

The Chairperson asked for a motion for the meeting to adjourn. Commissioner Clifton made the motion for the meeting to adjourn. The motion was 2<sup>nd</sup> by Commissioner Brown.

**Meeting adjourned at approximately 6:34 PM**

**Minutes Submitted by: Marene M. Jordan, Executive Director**

APPROVED