

Newark Housing Authority



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Newark Housing Authority Board of Commissioners December 14, 2011

Meeting Minutes for December 14, 2011 were tape recorded (1 tape cassette)

Opening:

The regular meeting of the Board of Commissioners was called to order by Chairperson, Syl Woolford on December 15, 2011 at 5:11 pm.

I. Roll Call:

Board of Commissioners present: Tim Barchak, Barbara Teter, Clinton Tymes, Chris Locke, Paul Baumbach, Lloyd Harris and Syl Woolford. The Roll Call of the Commissioners was individually confirmed by an "I" response. NHA Staff present: Executive Director, Marene M. Jordan; Attorney, Don Gouge.

Absent:

N/A

II. Approval of Minutes:

The Chairperson asked for approval of the November 9, 2011 Meeting Minutes. Mr. Barchak made a motion to approve the minutes. The motion was second by Mr. Baumbach

Aye 5 (Mr. Barchak, Ms. Teter, Mr. Locke, Mr. Harris & Mr. Baumbach)
Nay 0
Motion passed, Vote: 5 to 0

Note: Mr. Tymes Abstained from voting (Absent during the month of November)

III. Report of the Executive Director:

(A). Staff Report:

The Chairperson asked for approval of the November 2011 Staff Report. Before the staff report was approved, Mr. Baumbach commented that the Executive Director had provided a listing of all public housing units by bedroom size. He added that he had asked for this information in helping the board track how many vacancies NHA has as well as the selection from the appropriate waiting list. Mr. Tymes acknowledged that he felt that the community outreach (to banks, ING) by NHA in trying to find a funding source for the Need Assessment was great. He asked that we contact the Urban Affairs (Mr. Steve Perquet) for any assistance they may be able to provide. Ms. Teter made a motion to approve the staff report. The motion was seconded by Mr. Tymes.

Aye 6 (Mr. Barchak, Ms. Teter, Mr. Tymes, Mr. Locke, Mr. Harris & Mr. Baumbach)
Nay 0
Motion passed, Vote: 6 to 0

(B). Board Resolution No. 371:

The Executive Director circulated Board Resolution No. 371 to seek board approval in amending the Administrative Plan for the voucher program which requires participants to remain in NHA's jurisdiction for one year before they can submit a request to port. The amending of the policy would grant participants the opportunity to port once they receive their vouchers. The approval of the resolution will include "New Admissions Only" through 3/31/2012.

The purpose of this request is in part to allow 33 participants who were recently issued vouchers from the waiting list established on August 23rd and 24th to find affordable housing. In an effort to help provide a variety of affordable housing opportunities to these voucher holders, NHA has asked some neighboring agencies to assist. Participants who are unable to find affordable housing in NHA's jurisdiction (*due to limited housing availability*) will have an opportunity to port to Wilmington Housing Authority, New Castle County Housing Commission, Elkton Housing Authority, Cecil County Housing Commission and Chester Housing Authority should they choose to do so with the approval of this Resolution.

The Chairperson asked for approval of Board Resolution No. 371. Mr. Locke made a motion to accept Board Resolution No. 371. The motion was seconded by Ms. Teter.

Aye 6 (Mr. Barchak, Ms. Teter, Mr. Tymes, Mr. Locke, Mr. Harris & Mr. Baumbach)
Nay 0
Motion passed, Vote: 6 to 0

Note: A hard copy of the independent fiscal year end "final audit" was provided to all members who wanted a copy. The Finance Committee was provided a copy in advance of the board meeting.

IV. Committee Reports:

A. Report of Mission, Policies and Procedures Committee:

Ms. Teter, Chairperson of this sub-committee, followed-up on the Needs Assessment in addition to the Board Retreat. Ms. Teter asked when the Needs Assessment would be completed. In response, the Executive Director stated that the Needs Assessment could take months to complete. The completion of the survey depends on funds, data, timeline and availability of all who will be involved (staff & researcher). Ms. Teter asked if the board was under any time constraints in holding this Retreat. There are no time constraints. Ms. Teter reported that she had spoken with the gentleman who is interested in holding the retreat and conveyed that he is very interested in working with the board. Ms. Teter recommended that the board hold off on the Retreat previously scheduled for February 26th to allow for the Needs Assessment to take place. A follow-up on developments of the Needs Assessment will be discussed at next month's board meeting.

B. Report of Cleveland Heights:

Chairperson of the sub-committee, Mr. Locke updated the board on his meeting held on Wednesday, December 14, 2011 (prior to board meeting) with the development committee. Mr. Locke reported, "We have received an offer for OU#2. The committee has authorized Mr. Gouge to continue negotiations with that buyer to hopefully have a contract to review at our next board meeting." He added, "The appraisal should also be received by the end of the year to review in conjunction with the contract. We will also have a RFQ for all to review in regards to developing a partner for OU#1 and a RFP to hire an experienced mixed-finance attorney to help with the negotiations of the RFQ".

C. Report of Finance Committee:

Mr. Baumbach, the Chairperson of this sub-committee, reported that the committee received financials through August. Mr. Baumbach distributed a report of financials prepared by him in a summary format. He added that the committee should receive financial reports through October later this week. Mr. Baumbach reported that things are in order. The table for the HCV shows that we are close to what we have budgeted for. The LIPH program table shows that it is well budgeted. The numbers through August look reasonable. There are enough reserves in the bank to cover 4 ½ months worth of spending. Mr. Baumbach reported that the Finance Committee will meet on Friday, December 16th at 10:00 am.

D. Report of Personnel Committee:

Mr. Tymes, Chairperson of the sub-committee, reported that the Personnel Committee has conducted and gathered all data/input in evaluating the Executive Director. The data/input will be reviewed in the Executive Session of today's board meeting.

E. Report of By-Laws, Compliance & Government Relations Committee:

Chairperson of the sub-committee, Mr. Barchak, had no report or update. Mr. Woolford asked if we are still considering training on FOIA? Mr. Barchak responded that he has no additional information to report in regards to the training for preparation of this meeting.

V. Attorney Issues:

A. Non-Disclosure Form:

The Chairperson asked for comments relating to the Non-Disclosure Form. Mr. Baumbach replied that in item #2, the board discussed removing the word "specified". Ms. Teter recommended to the board to omit the word "specified" and to sign off on the Non-Disclosure Form. All were in agreement by omitting the word in question, initializing it and signing the form below.

VI. New Business:

A. From other Commissioners: No new business to report.

Mr. Baumbach asked when the Delaware Tenant Landlord information will be uploaded on the website. It has already been posted under the Community Tab (Local Housing Information) at the bottom of the page.

B. From the Executive Director: No new business to report.

1). The Annual Plan/5-Year Plan will be presented to the board at next month's board meeting seeking approval of work items added to the plan.

C. From the Legal Counsel: No new business was reported.

1). Don Gouge reported to the board that NHA collected on funds owed from a previous landlord who failed to return HAP payment she received.

VII. Visitors or Petitions

The Chairperson opened the floor to the visitors. Before any remarks and or comments were made from the visitors, the Executive Director acknowledged that NHA's entire RAB was present for this meeting. She acknowledged Ms. Warrington, president; Ms. Frantz, Vice-president; Ms. McGhee-Secretary and Mr. McGhee-Treasurer.

Mr. McGhee expressed his gratitude for the work being done on the remodeling of the kitchens in the units at Independence/Delaware Circle. He acknowledged that for what the contractors are doing (tearing out, preparing and restoring everything); they are doing an excellent and remarkable job. He reported that other than two complaints from residents (overall) everyone is well satisfied. Mr. McGhee acknowledged that his unit was one of those selected in the first phase and they completed the renovations within three days.

Ms. Frantz stated that she has lived at several apartment complexes and she knows that the general public still refers to Independence/Delaware Circle as the projects. She reported this is the best place that she has lived. "The people are friendly and she feels very safe." She thanked the Executive Director for the many changes and improvements that have taken place.

The Chairperson thanked the visitors for their comments and informed them that the portion of the board meeting open to the public was over. The board prepared to move into Executive Session to discuss the evaluation the Executive Director. At 5:45 the board went into Executive Session.

VIII. Executive Session:

Executive Session: Discussion of the Annual Performance of the Executive Director for the period of December 1, 2010 – November 20, 2011.

IX. Adjournment:

Meeting adjourned at 6:32 PM

Minutes Submitted by: Marene M. Jordan, Executive Director

APPROVED