

**Executive Board**

**Monthly Meeting Minutes**

**January 26, 2017**

**Life Station, Union, NJ**

Present: Joseph Billy, Jr., President

Victor Cirilo, Senior VP

Christopher Marra, Recording Secretary

Grace Dekker, Corresponding Secretary

Robert DiVincent, Trustee

Gary Centinaro, VP Member Services

David Brown, Trustee

Eric Chubenko, VP, Housing

Janice DeJohn, VP, Professional Development

Vernon Lawrence, VP, Community Development

John Mahon, VP, Legislation

John Clarke, Trustee

Rick Iovine, Trustee

Ronald Van Rensalier, Trustee

Louis Riccio, Trustee

Sherry Simms, Trustee

Susan Thomas, Trustee

Jack Warren, Trustee

Randy Woods, Trustee

Madeline Cook, Immediate Past President

Bill Snyder, Service Officer

Absent: E. Dorothy Carty Daniel, VP, Commissioner - **Excused**

Richard Keefe, Trustee

Douglas Dzema, Treasurer - **Excused**

Joseph Billy, Jr. opened the meeting by welcoming everyone on the teleconference and everyone in the room at Life Station.

**APPROVAL OF THE MEETING MINUTES FROM October 26, 2016**

Joseph Billy, Jr. asked for approval of the minutes for October 26, 2016. Jack Warren made a motion to approve the minutes and Janice DeJohn seconded the motion. Chairperson Billy called for a voice vote. The minutes were adopted unanimously.

Joseph Billy, Jr. thanked everyone who came to the luncheon in December we had 80 participants and Madeline did a great job setting it up and we look forward to doing it again.

Victor Cirillo gave a report about a gentleman named Mark Davis who is sending OPRA requests for legal bills and executive session minutes from Housing Authorities. It is a very unassuming OPRA requests. He is working with a lawyer asking for legal bills from November 2014 and forward. If you do not respond they will sue the authority for legal fees. Some authorities have been hit with fines.

Victor continued, I am meeting with Bill Snyder tomorrow to go over the golf outing at the NJNAHRO convention. We want to make it more inclusive to have more people participate that are just starting out.

Joseph Billy Jr. stated that Doug was out today, but that a budget to actual was available to everyone through December 31, 2016. It does not account for a $10,600 payment to national NAHRO for their training in November. It looks like our actual at the end of the year is a positive of $34,000 vs. an estimated loss of $23,200. So congratulations to everyone for following the austerity program which helped along with great attendance at the conferences.

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| **Revenue** | **2016** | **Budget**  **12 Months** | **Actual**  **12/31/2016** | **Variance** |
| Training-Net of Expenses | $32,500 | $32,500 | $71,348 | $38,848 |
| Dues | $10,500 | $10,500 | $9,975 | ($525) |
| JIF Contribution | $39,200 | $39,200 | $39,988 | $788 |
| Interest Income | $2,000 | $2,000 | $2,107 | $107 |
|  |  |  |  |  |
| Total Revenue | $84,200 | $63,150 | $123,418 | $39,218 |

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| **EXPENSES** | **2016** | **Budget**  **12 Months** | **Actual**  **12/31/16** | **Variance** |
| Monthly Meetings | $3,000 | $3,000 | $2,325 | $675 |
| Newsletter | $3,000 | $3,000 | $2,758 | $242 |
| Website | $300 | $300 | $401 | ($101) |
| Service Officer | $30,000 | $30,000 | $30,000 |  |
| Legal Fees | $8,000\* | $8,000 | $156 | $7,844 |
| Legislative Conference | $7,500 | $7,500 | $1,311 | $6,189 |
| Administrative Expenses | $10,000 | $10,000 | $11,577 | ($1,577) |
| Audit | $800 | $800 |  | $800 |
| Accountant | $8,300 | $8,300 | $8,300 |  |
| Scholarship | $24,000 | $24,000 | $22,000 | $2,000 |
| Board Retreat | $7,500 | $7,500 |  | $7,500 |
| JIF Marketing | $5,000 | $5,000 |  | $5,000 |
|  |  |  |  |  |
| Total Expenses | $107,400 | $107,400 | $78,828 | $28,572 |
|  |  |  |  |  |
| Excesses of Expenses  Over Revenue | (23,200) | ($23,200) | $44,590 | $67,790 |

Grace Dekker talked about how the Corresponding Secretary does not really have any report, since she is not receiving any correspondence. Louis Riccio stated that the position existed before the NJNAHRO created the Service Officer. That position - Corresponding Secretary - responded to anything that came in from wherever, thereby giving the president a little relief. Now the Service Officer responds to any requests. So the Corresponding Secretary position has really been left neutered.

Janice DeJohn’s report was about the scholarship and November conference. Janice reported that NJNAHRO spent $22,000 in scholarships in 2016 and the board will have to decide if we will spend that amount again. She indicated that she will be sending out the brochure for the scholarships at the end of March. We like to have it at the conference.

I want to issue a deadline to submit the paperwork once the scholarship winners are announced. It could be the end of August - that is fine. What I do is I send out a letter to each Housing Agency – the executive director. I am going to make that letter a lot more detailed this year about what is expected and when it is due and if I don’t get it I cannot help you. It ends up becoming a full time job for Janice getting e-mails and telephone calls from parents and students, who send them things 4 times and it is still not correct or incomplete. I do not think it is my responsibility. I am going to send it to the executive director and then can assign someone to it. It is my job to follow up. It is my job to get the information and process it. So it is going to be on the housing authority to follow up with your student.

I do think it is a good thing we included the head of household last year. I had a FSS person who won the $1,000 and it was a great thing for her.

I do think the Board should consider going forward about the internships. I do not feel that many people are applying for that. It is the same agency or two. I am little disappointed. I do not know if you want to continue it this year, but we have to decide before I do the brochure.

Lou Riccio responded - If the internship had come at a different time for instance when people are about to close for RAD. There is a lot of paperwork to do and an intern could be a good assistance. However they are in college in November and December.

Janice responded that we need a decision for next meeting.

John Mahon responded – Does it always have to be in the summer? The Bayonne Housing Authority used to participate in an internship program run out Rutgers University. Their students were with the BHA during part of the day and they would get credit for it.

Janice DeJohn – I don’t see any problem with year round, I think we targeted the summer because the kids were around.

Joseph Billy, Jr. – Does the brochure only talk about the summer?

Chris Marra – It talks about hours per week, 6 weeks, 30 hours per week at a rate of $12 per hour with a match from the Housing Authority.

Joseph Billy, Jr. - Well that is interesting about during the year, you might have a little bit more interest in the program.

Jack Warren – How many have do we offer?

Janice DeJohn – We have been giving two.

Jack Warren – So as long as we have two or three people from our group that might want to do it…I mean right away…

Lou Riccio – If you opened it up to more than just the summer, you might have a lot more people applying.

Janice DeJohn - The Housing Authorities that have been doing it have been paying 50% of the salaries, so it costs us about $1,680 per kid.

Joseph Billy, Jr. – That is not much. Maybe we could discuss retooling it a little bit and having it during the year as well. Perhaps we could come up with some parameters for that. When do you have to put this out?

Janice DeJohn – I do not have to put this out until March .

Joseph Billy, Jr. - Maybe John can help you out because he has a little bit of exposure to that.

Janice DeJohn – I will send you an e-mail John.

Vernon Lawrence – Community Development – no report at this time.

Eric Chebunko – Housing – With a new administration there is nothing to report at this time.

John Mahon – Legislation – National is trying to do an analysis on what is exactly effective at this point. There is some delayed implantation, but if items have not hit the Federal Register, the administration may have the ability to change it. The other thing too is… that the lawsuit was determined in the recapture and PHADA/ housing authorities won. So if you were in on that they will be calculating the damages. No one knows what anyone will get.

PHADA the word going around now is HUD is trying to make drastic cuts about a in many of the programs including moving Indian Housing to the Department of Interior. I have heard some stuff when talking with National the other day about a 10% across the board cut.

Gary Centinaro – Member Services – NAHRO decided to go in July, 27-29, 2018 to San Francisco and in October 25-27, 2018 will be in Atlantic. There was talk about Phoenix for the summer conference, but the committee stated not to make any deals with Phoenix. They did not want San Diego, because PHADA is there in January, 2018.

John Mahon – I just want to add that regional decided to do a separate free standing annual conference this year and many people are worried about 17-18 of August in Washington will be MARC’s conference as they are worried about attendance in Pittsburgh.

Bill Snyder – OK, first I sent everyone an e-mail about the newsletter asking people for articles or pictures for the newsletter is to highlight the conference in April, but that is constantly changing. We like to fill it with a lot of stories. It is a good opportunity for you and I know everyone is busy, but it is a great opportunity to get the word out something that is going on in your building. We want success stories about kids, children, students, tenants and pictures. Please get to me as soon as you can.

I have not sent anything out yet, but Bill then spoke about NAHRO legislative conference, unless someone has another suggestion, I am not sure how effective those visits are. It ends up being me. Bill asked for a show of hands of who is going.

John Clarke spoke about that 10% cut does not include that sequestration which will be in effect in January 2018. John Clarke said he did not think people were hearing that. John Clarke repeated that Sequestration has not gone away.

Lou thought about doing a legislative breakfast – like a breakfast at the House, we stopped it about 5 or 6 years ago. Would we get more attendance? We stopped it because no one showed up.

Joseph Billy, Jr. indicated it was very expensive and we mostly got aides not the actual congressman.

John Mahon should we tap into the position papers from National NAHRO, so we are all delivering the same message. Lou Riccio stated that PHADA he had two good position papers which they put out at their Commissioner’s Conference in January that I sent to Congressman Frelinghuysen.

Bill Snyder continued - In November we had a training session that was well attended. It was a certification program. So we decided to piggy back that type of arrangement on future conferences. So for April, I sent out an e-mail who would be interested in a RAD PBV training session certification program. We have gotten prices from Nan McKay, Quadell, and NAHRO. NAHRO will meet the Quadell price of $212. Nan McKay was very expensive. As a chapter of NAHRO we should go with NAHRO. The downside is that they do not have a curriculum yet. We need more of the management stuff that takes place after an authority converts.

Lou Riccio stated what we have planned is for two full days and then a half day and then a test. It will be a RAD-PBV Occupancy Specialist Training.

Madeline Cook stated since we are talking about the conference, she had recently spoken to Stephen Sacco and he asked if at the conference, either during lunch, breakfast or at the JIF meeting, the JIF could present a plaque to Bill Cummin for the service he had given to JIF over the years.

Louis Riccio stated that he thought it would be appropriate for that plaque presentation to take place at the JIF meeting.

**2017 BUDGET PRESENTATION**

Joseph Billy, Jr. then asked for resolution to approve the budget for 2017

**Proposed 2017**

|  |  |  |
| --- | --- | --- |
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| Total Revenue | $84,200 | $84,200 |

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| **EXPENSES** | **2017** | **2016** |
| Monthly Meetings | $3,000 | $3,000 |
| Newsletter | $3,000 | $3,000 |
| Website | $300 | $300 |
| Service Officer | $30,000 | $30,000 |
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| JIF Marketing | $5,000 | $5,000 |
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| Total Expenses | $107,400 | $107,400 |
|  |  |  |
| Excesses of Expenses  Over Revenue | (23,200) | ($23,200) |

Louis Riccio made a motion to approve the budget and Madeline Cook seconded the motion. Joseph Bill Jr. asked if people wanted to make a resolution to amend the budget so that it did not have a negative outcome, but most people said to leave it alone, since it would probably result in a positive outcome anyway. The budget was adopted unanimously.

Louis Riccio then made a motion to renew the three contracts. These include the Service Officer, Accountant, and attorney. The contracts are exactly the same as they have been. Robert Divincent seconded the motion. The contracts were all approved unanimously.

Joseph Billy, Jr. then asked for approval of the bill list for December and January

**December Bill List**

Check # Payee Amount

1611 William Katchen, CPA $2,000.00

1612 William Katchen, CPA $ 300.00

**January Bill List**

1614 Execu-Tech $2,500.00

1615 Joseph M. Billy, Jr. $ 127.67

1616 NJAHRA $1,553.50

Louis Riccio then asked if the board would consider adding a check for National NAHRO for $10,710 the amount they earned for the HCV Training in November.

Joseph Billy, Jr. asked for a motion to approve – Sherry Simms made a motion to approve and Janice DeJohn seconded the motion. The bill list was approved with a unanimous vote.

At approximately 37 minutes into a 1:06 minute meeting, the conversation turned to the April 2017 NJNHARO Annual Conference and then the 2017 Training Seminar. This conversation lasted until about 1:00 hour of the meeting and then for the last six minutes of the meeting the group talked about the new start time of 11:00 a.m. for the monthly meetings. Here are the highlights of those discussions:

**NEW BUSINESS**

**2017 NJNAHRO Conference Update**

• Louis Riccio talked about changes to the conference agenda and how he needed 3

additional sessions for the April Conference.

• John Mahon was to do a session on the smoke free public housing.

• Then there was long conversation about the prices on the registration list,

including what the RAD registration provided and if the one day course price

was correct. Ultimately, it was decided to change the price of the one day

registration. The maintenance course would be $375, instead of the one day at

$325.

• Louis Riccio also spoke about the maintenance training he arranged with HD

Supply.

• Louis Riccio stated that NAHRO charges $212 at 40 people. Therefore at $525

per registration the NJNAHRO is making out great.

• We have already have reserved commitments from nine vendors and can fit 53

vendors comfortably.

• Louis Riccio credit Janice DeJohn with NJNAHRO making $7,000 at this past

November’s conference. In the past it was a retreat that would cost NJNAHRO

$7,000, but instead we had $14,000 swing. This was also achieved by making

the retreat an every other year event. Everyone congratulated Janice.

• Janice talked about the November Conference and has contacted the Tropicana

and the price went from $59 to $97 per night. Sunday November 12 through

Thursday, November 16.

• There was a lot of discussion about the price of the room and what the price

difference was at Tropicana, Harrah’s and Golden Nugget.

• Janice will go back to Tropicana and find out what their price will be.

**START TIME OF NJNAHRO MEETINGS**

Madeline Cook talked about the start time of the meeting. I called in at 10:00 a.m. I just assumed at 10:00 a.m.

Joseph Billy, Jr. stated: We had a discussion at the last real board meeting in October. Because it seemed for the last number of months we were trying kill time between the end of the meeting and when lunch was served. Quite frankly, it was part of austerity effort. We started meetings at 10:00 a.m. and meeting would be over at 11:10 a.m. Bill Snyder would book 20 lunches and group of people would need to leave when the meeting was over and we had 8 or 9 lunches and paid for 20 lunches. So at meeting in October we took a vote of the people who were there about starting the meeting at 11:00 a.m. and the lunch will be at 12:15. The majority people thought it was a good idea for 11:00 a.m.

Lots of discussion took place 11:00 a.m. at Rutgers.

Joseph Billy, Jr. suggested that people try to get notice to us a little early about whether they can stay for lunch or not. Why don’t we try the 11:00 a.m. at the next meeting in February, since it will be at the Rutgers Club and see how that shakes out and we can change it for now and if it does not work we can always change it back again.

Joseph Billy, Jr. asked, is there a motion to adjourn?

Eric Chebunko made the motion to adjourn

The meeting ended at 11:06 a.m.