

**Executive Board**

**Monthly Meeting Minutes**

**February 25, 2016**

**Rutgers Club, New Brunswick, NJ**

Present: Victor Cirilo, Senior VP

Douglas Dzema, Treasurer

Christopher Marra, Recording Secretary

Eric Chubenko, VP, Housing

Gary Centenaro, VP, Members Services

Sherry Simms, Trustee

Susan Thomas, Trustee

Jack Warren, Trustee

Madeline Cook, Immediate Past President

Absent: Joseph Billy, Jr., President - **EXCUSED**

Grace Dekker, Corresponding Secretary - **EXCUSED**

E. Dorothy Carty Daniel, VP, Commissioners - **EXCUSED**

Vernon Lawrence, VP, Community Development

Janice DeJohn, VP, Professional Development - **EXCUSED**

John Mahon, VP, Legislation

Ronald Van Rensalier, Trustee - **EXCUSED**

John Clarke, Trustee

Maria Marquez, Trustee

David A. Brown, Trustee- **EXCUSED**

Robert DiVincent, Trustee

Richard Keefe, Trustee

Lynne Nutley, Trustee -- **EXCUSED**

Louis Riccio, Trustee - **EXCUSED**

Bill Snyder, Service Officer - **EXCUSED**

Victor Cirilo – Welcomed everyone and called the meeting to order

Victor noted that Maria Marquez has offered her resignation to the NJNAHRO Board, since she has resigned her position as the executive director of the Camden Housing Authority.

Victor Cirilo asked for a motion to approve the minutes of the January 26, 2015 meeting.

Doug Dzema made the motion, Madeline Cook seconded the motion. The minutes were approved unanimously by voice vote.

**REPORTS**

Joe Billy, Jr. - Absent

Douglas Dzema, Treasurer introduced the 2016 Budget.

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| --- | --- | --- |
| **Revenue** | **2016** | **2015** |
| Training-Net of Expenses | 32,500 | 32,500 |
| Dues | 10,500 | 10,500 |
| JIF Contribution | 39,200 | 38,625 |
| Interest Income | 2,000 | 2,000 |
|  |  |  |
| Total Revenue | $84,200 | $83,625 |

|  |  |  |
| --- | --- | --- |
| **EXPENSES** | **2016** | **2015** |
| Monthly Meetings | $3,000 | $3,000 |
| Newsletter | $3,000 | $1,000 |
| Website | $300 | $300 |
| Service Officer | $30,000 | $30,000 |
| Legal Fees | $8,000\* | $8,000 |
| Legislative Conference | $7,500 | $7,500 |
| Administrative Expenses | $10,000 | $12,500 |
| Audit | $800 | $800 |
| Accountant | 8,300 | $8,300 |
| Scholarship | $24,000 | $18,000 |
| JIF Marketing | $5,000 | $5,000 |
| Board Retreat | $7,500 | $7,500 |
|  |  |  |
| Total Expenses | $107,400 | $101,900 |
|  |  |  |
| Excesses of Expenses  Over Revenue | (23,200) | (18,725) |

Doug noted that the budget has been revised since the January meeting. First, he confirmed with Bill Katchen to reduce the Revenue of the Training-Net Expenses from $52,500 back down to

$32,500. In addition, on the expense side, the legal fees were to be reduced from $8,000 to $4,000. (\*The budget distributed at the meeting showed $8,000 for legal expenses in 2016 just like 2015). Doug offered this budget to the Board with the amendment to reduce legal fees to $4,000. Gary Centenaro made a motion to adopt the budget with amendment and Jack Warren seconded the motion. The budget was approved unanimously by voice vote.

Victor Cirilo also noted for the record that Jeff Cohen of Restore Corp. a disaster recovery firm was present at the meeting..

Christopher Marra, Recording Secretary – No report

Janice DeJohn – Victor Cirilo made the report on behalf of Janice. Specifically, Janice asked Victor to pose the following two proposals before the board. 1) Should the Scholarship Program

consider expanding the program to heads of households. 2) Would the Board consider an offering an overnight room for one or two of the scholarship recipients to speak at our luncheon to bring more attention to the scholarship program? Victor clarified that the scholarship student would speak at the MARC-NAHRO luncheon.

Gary Centenaro stated that he did not believe the program should be expanded to heads of households. He believed the scholarship was for the kids. He thought they would get more out of it.

Madeline Cook – I tend to agree with Gary on that issue.

Jack Warren – Janice is working really hard on that program and there are not a lot of people here so why don’t we carry it over to the next meeting.

Doug Dzema – We have a not-for-profit organization and we have a continuing education scholarship component and quite comparable to ours for kids in high school. Our experience is that there are plenty of opportunities for high kids school kids to get scholarships, we almost have trouble giving them away because we are in Perth Amboy.

Some of the continuing education – the parents, the kids are out of the nest and they go back and they are bettering themselves. So come to the table with an open mind about this topic because it’s working for us.

Gary Centenaro – You feel there are opportunities with people who are heads of households.

Doug Dzema – We have had success with it – now our program is not large, we maybe offer 4 or 5 scholarships per year, but it has been successful

Madeline Cook – Doug is your program for just public housing?

Doug Dzema - Madeline made a good point – it is for both public housing and the Section 8 program and we filter it toward Family Self Sufficiency program and we have a lot of data so we know who can be successful and use the money wisely.

Both Jack Warren and Gary Centenaro commented that they know how hard Janice works on this program and believes that she would be able to filter through the application to find worthy head of households applicants.

Christopher Marra – From the last meeting Janice brought this up because she has the FSS program in Passaic and she has examples of people who might be able to use the scholarship and it kind of came into her mind. When she brought this up in January, people at the meeting said, “Isn’t this already opened to heads of households?” However, the application is geared toward high school students, i.e. SAT Scores, guidance counselor recommendations, etc. So if we hold this item to the next meeting, it will be too late for Janice to change the application and brochure promoting the program.

Christopher Marra - Since I have public housing for seniors, I currently have to find 18 year olds in the Section 8 program who are ready to go to school.

Christopher Marra We give four $6,000 scholarships

Jack Warren asked what was the other item Janice wanted to discuss. Victor Cirilo and Doug Dzema responded that it had to do with have one or two scholarship recipients come and speak at the luncheon during the MARC-NAHRO Conference and to give each of them a room.

All at the meeting agreed this was a good idea.

Victor Cirilo brought up about the timing of the scholarship issue again. The timing may work against us in making the decision in March, because she usually releases the application and brochure in March and our next meeting is not until March 24, so by that time it would be too late to change the literature.

Initially, the conversation about this rejected the idea of changing the application this year and that it could always be changed in 2017.

Susan Thomas (to Doug Dzema) You presented a very valid argument, I have senior housing, so I - if you think that there is a real pool of people out there who could use this scholarship you know… I want to take my initial comment back about not changing it.

Doug Dzema If we do not get a credible applicant then what is the worst that can happen.

Gar Centenaro wanted to know how many scholarships would be offered to heads of households vs. children.

Doug Dzema stated that he did not know and that the budget was not changing. Doug also stated that if you have some concern about the number of scholarship you can voice that concern at the next meeting.

Susan Thomas – stated there is not a lot of opportunity for adults vs coming out of high school there are a lot of opportunities.

Jack Warren made a motion to expand the scholarship program.

Christopher Marra – stated that what Janice wanted to do was expand the applicant pool not the amount of scholarships - to allow heads of households to submit an application. It is not to expand the program in terms of funding.

Jack Warren revised his motion to specifically state it was to expand the pool of applicants to allow head of households to apply for the scholarship. Eric Chubenko seconded the motion. The motion was approved unanimously by voice vote.

Eric Chebunko, VP Housing – There are no PIH Notices since the last meeting.

Madeline Cook asked about two reports that we are supposed to do one is the Section 3 report.

It was noted that this is the first year you had to submit Section 3 on line. It gets done through a module on the REAC website.

Gary Centenaro, VP Member Services – He spoke about NAHRO’s efforts to make navigating the website easier and well as updating your affiliates online vs. paper.

**Approval of Bills**

The total amount of bills is $24,026.91. Payments are made to:

Execu-Tech – monthly payment

Sandy Neimic

Madison Affordable Housing

Madeline Cook

Cesar Entertainment, $14,500

Doug Dzema two reimbursements for about $900

A list was distributed. Eric Chebunko made a list to pass the bill list and it was second by Jack Warren. The motion was approved unanimously by voice vote.

**2016 NJNAHRO/MARC Conference**

Victor Cirilo stated that Louis Riccio reported that we need 20 more vendors and 150 more registrations. Eric Chebunko stated that he did not know the status of vendors, but he has been collecting registrations for the conference and can report that as of today there are 53 registrants and almost everyone is from New Jersey. The deadline for early registration is about March 14, so he expects people to register at the last minute for early registration.

There was some discussion about the difference in some of the registration forms in terms of the special classes offered and the cost for additional registrants.

In addition Eric Chebunko gave some additional information on the registration for the special classes including LIHTC Training, UPCS, and Commissioner Training. 7 people registered for LIHTC Training, 4 people for UPCS, and 0 registered for Commissioner Training.

The Commissioner Training offered at the conference does not count toward the 5 classes that a New Jersey Commissioner must take at Rutgers which probably accounts for it 0 registration.

There was further discussion about historical registration when the conference was held in New Jersey. Even in the past New Jersey had 2/3 of the registration.

Victor Cirilo brought up the Dr. Marquez resignation. As noted earlier in the meeting Dr. Maria Marquez resigned her position as the ED in the Camden County Housing Authority. She therefore sent a letter to Bill Snyder, Service Officer, NJNHAHRO resigning from the NJ NAHRO Board. The nominating committee will be meeting over the next month to look for a replacement for Dr. Marquez.

Victor then introduced Jeff Cohen from Restore Corp who gave an overview of his company.

**ADJOURNEMNT**

Gary Centenaro made a motion to adjourn and was seconded by Eric Chebunko. The vote was unanimous to adjourn