

**Executive Board**

**Monthly Meeting Minutes**

**January 28, 2016**

**Life Station, 2 Stahuber Avenue,**

**2nd Floor Conference Room Union, NJ**

Present: Joseph Billy, Jr., President

 Victor Cirilo, Senior VP

 Douglas Dzema, Treasurer

 Christopher Marra, Recording Secretary

 E. Dorothy Carty Daniel, VP, Commissioners

 Vernon Lawrence, VP, Community Development

 Janice DeJohn, VP, Professional Development

 Eric Chubenko, VP, Housing

 John Mahon, VP, Legislation

 Jack Warren, Trustee

 Ronald Van Rensalier, Trustee

 John Clarke, Trustee

 Maria Marquez, Trustee

 David A. Brown, Trustee

 Louis Riccio, Trustee

 Madeline Cook, Immediate Past President

 Bill Sndyer, Service Officer

Absent: Grace Dekker, Corresponding Secretary

 Gary Centinaro, VP, Members Services

 Robert DiVincent, Trustee

 Richard Keeke, Trustee

 Sherry Simms, Trustee

 Susan Thomas, Trustee

 Lynne Nutley, Trustee

Joseph Bill, Jr. – Welcomed everyone and called the meeting to order

Joseph Billy, Jr. asked for a motion to approve the minutes of the December 4, 2015 meeting.

Janice DeJohn and Madeline Cook made the motion to approve the minutes of the meeting, Eric Chubenko seconded the motion.

The minutes were approved unanimously by voice vote.

4. REPORTS:

Victor Cirilo, Senior Vice President – At this time Mr. Cirilo was not present.

Douglas Dzema, Treasurer – Doug introduced the 2016 Budget. There was some discussion about a $20,000 increase in the budget. Doug indicated that there was some question about where that increase is coming from. Doug stated that until we find out from Bill Katchen were that increase is from, he suggested that the resolution to approve the budget be tabled until the next meeting.

However, Doug did want to take the members through the other parts of the proposed budget. The only other change in revenue was an increase in the JIF Contribution. As for expenses the budget holds true on all line items in 2016, except the Scholarship line which will increase from $18,000 to $24,000 per year.

Janice DeJohn commented that the budget should reflect this because NJNAHRO has been spending $24,000 on scholarships since 2014.

Louis Riccio then asked “if we are spending $24,000 each year, are we expecting $6,000 to go off next year and therefore we are staying level at $24,000 or if we add 3 more scholarships at 24 should we…

Janice DeJohn then added, “if we add 3 more it is going to stay at $24,000.”

Madeline Cook then asked, “Did I hear right that we have been spending $24,000 since 2014?”

Janice DeJohn, responded, “Yes we have been spending $24,000 since 2014.”

Douglas Dzema then said, as far as the budget concerned those are the only changes on the revenue and expense side. Does anyone else have any questions?

Madeline Cook then asked “On the 2015 training expense it is $32,500, is that what we actually spent?”

Douglas Dzema responded “or what we made. In the current year we made $25,091, so we are down $7,400.” “So I say we are not looking for action today, we are going to bring this back after we reconvene and speak to Bill Katchen about the rational about the Training-Net Expenses.”

Bill Snyder reminded everyone that our actual for 12.31.2015 were $83,229 which is way down on the expenses from what we budgeted. In addition, NJNAHRO has in excess of $250,000 in cash and investments. It has been determined in the last couple of years that NJNAHRO does training in which the organization makes no money, as a way of giving back to the housing authority community.

Douglas Dzema then went over each line budget to actual. On revenue, the group was down $7,409 on Training-Net Expenses. We were own $5,000 on dues which I don’t understand. Is there a collection issue Bill on the dues? Bill Snyder said, I do not think people are not paying their dues and there is no follow up. Remember we took it over from NAHRO.

Louis Riccio stated we even raised the dues it is now $175 a year. Knowing who is a paying member is important for the conference, because there will be a member and non-member registration fee.

Douglas Dzema stated that we received additional funds from JIF and were down a little on interest income. Dzema continued that on the expense side NJNAHRO did not need legal expenses, even though it budgeted $8,000. We only spent $832. For the legislative conference we only spent $3,653 event though we budgeted $7,500. NJNAHRO did not do its audit in 2015. Dzema reported we were up $18,611 in expenses and at total of $6,578 in excess

John Clarke asked if there is a way to document historically how much money NJNAHRO has distributed in scholarhips.

Janice DeJohn stated that she has an accounting back to 2009. Both Janice and Lou will see if they can get that figure by the next meeting.

Bill Snyder clarified that NJNAHRO has $267,872.33 cash available in their surplus at this time.

John Mahon asked should we be doing our audit.

Bill Snyder we have signed contracts and no one seems to get the audit done.

Joe Billy, Jr. stated let the record show that Mr. Cirillo and Mr. Van Rensalier, have entered the room.

Christopher Marra, Recording Secretary – No Report

Grace Dekker, Corresponding Secretary – Absent

E. Dorothy Carty-Daniels, VP, Commissioners Basically what I would be talking about is the MARC-NAHRO conference in April. I know Lou has information from Carol Clifford who would be able to speak to the issue of how to protect our youth. I have not been able to get to the lady yet. The phone numbers I have do not reach her. Dorothy would like Carol Clifford to do her session where everyone can hear her.

Louis Riccio stated that the woman name is (first name inaudible) Burley has confirmed for Keeping Youngster Safe. Lou told Dorothy that I have you down for the Voices of Public Housing and the Commissioner’s Roundtable. I have the telephone number from the man they have a valuable program on the same subject. Louis Riccio stated that the HAI Group is doing Rethink Why Housing Matters on Monday.

Dorothy further stated about having a program that highlights what our directors do and Lou that it would be better to do for that luncheon. Louis Riccio then replied that the luncheons are already filled up.

Eric Chebunko, VP, Housing stated that the only PIH Notice is the Operating Fund submission schedule and are due by February 19. Lou I know you have the registrations I gave you for the conference.

This is Lou, I would like to go back to the Treasurer’s report about the invoices. The Treasure is owed $892.72 for dinner at Retreat and the Service Officer is owed for two months for is monthly stipend. I want to make a motion to have those three checks to be paid.

Madeline Cook made the motion to pay those three invoices and Maria Marquez seconded the motion. It was approved unanimously

Janice DeJohn, VP Professional Development – I do not have anything on Professional Development yet. However I would like to talk about the scholarship. Usually in March I begin working on the brochure. Does the Board want to keep it to just high school students or do they want to expand it to heads of households in housing? I thought of it because I have a FSS program and I have a lot of people going to college and technical school. That is something for the Board to consider. If we change it I would have to change a lot of things with the brochure and application as it is all geared to high school students. I would like the Board to start thinking about it and to know by next month if they want to keep it the way it is or expand it.

John Mahon, VP, Legislation – I do not have a specific piece of legislation, but I went to the White House about the convening of the Smoke Free Regulation. The HUD Secretary stated no money available to implement. If you have an existing smoke free ban/policy in place if it does not conform to the regulation that they put out, you have to go back and fix it to the way the regulation is written.

There is no consideration about it expanding more than 18 months. As for staff burden, they feel PHAs will save staff time on the backend since facilities will be smoke free. They are very hot and heavy on this. John also noted that if you want to know about all the little workings going on behind the scenes legislatively if you read the NAHRO Monitor and PHADA Advocate they are very good about explaining what is going on and where things are going.

John was asked if this was going to become a regulation. John stated yes, the public comment ended on January 19. The HUD Secretary said they will implement by the end of the year and Housing Authorities will have 18 months to implement.

John Clarke said you have to read this document because it requires you to do something. If you do not do it, this HUD Secretary has made it clear you will be in violation. Clarke added that this HUD Secretary is committed to signing it when it hits his desk.

There was further conversation on this topic by several executive directors who have already implemented smoking bans and how they have handled them both through legal and non-legal methods.

Louis Riccio then mentioned the NAHRO Legislative Conference in early April 2016.

Gary Centenaro, VP, Member Services – Absent

Bill Snyder, Service Officer – I have information that those converting under the RAD program, and using the financing of the NJHMFA. For the first time that I have actually seen they have volume cap issues. They are running out of the cap. I am trying to get a meeting with the agency to see if we can get a carve out for these RAD projects, which is not likely. Passaic just closed their deal with the NJHMFA. Passaic will have short term financing for two years and then we are outside the agency. What the NJHMFA is doing for future projects is that they will require that you use their long terms financing program which is a problem for anybody converting because it brings us back to the insurance issue because it make the cost for insurance about 30% higher which present an issue for cash flow.

The other item Bill mentioned was that the Englewood Housing Authority is seeking a new Executive Director.

Janice mentioned future training. As you know in spring and fall we do our training. We are going to do two training at the MARC/NAHRO conference. They will be Tax Credit and UPCS training. Bill also mentioned that the Newsletter will go out to the printer next week. It highlights the upcoming MARC/NAHRO Conference. In addition, Bill stated that he is making revisions to the website, including updates on the conference and officers. Bill asked Board members to check out the website and inform him of any items which need to be updated to changed. We have also included Vendor member information and how to participate in the conference. Finally, Bill added that for the annual conference for MARC, we have written to Assembly Speaker Vincent Prieto and asked him to speak at the conference.

In regard to the NAHRO Legislative Conference in early April 2016, I will need a list of who wants to attend. We need to decide if we are going to be visiting congressmen/women.

The other item we set up this idea of having a training institute. Bill spoke about the facility we were at today. My thought process would be in future years we use this facility for meetings and possible trainings. It is a great facility and also may provide the capability to do training online.

5. Approval of Bills:

The bills were already approved.

6. Old Business:

2016 NJNAHRO/MARC Joint Conference

Lou Riccio spoke about the MARC/NAHRO conference. He outlined all the programs from Sunday through Wednesday. He also spoke about the his concerns over the level of vendors signed up, as well as registrations – even at this early date. There was some discussion about whether registration material needed to be “snail” mailed to all MARC/NAHRO members and not just e-mails. There was also further discussion about investigating Paypal or other services that could – for a low cost – process credit card payments for registration to the conference.

Bill Snyder then spoke about the golf outing at the beginning of the MARC/NAHRO Conference which generates funds for the scholarship. During the past several years, the golf outing has not generated any funds. Bill Snyder stated that he knows there are three major golf outings held by housing authorities, Irvington, Plainfield, and Orange. He suggested that in the future NJNAHRO participate in these golf outings so that by having NAHRO support these outings, in return perhaps NAHRO can pick up support for their annual golf outing.

John Mahon stated that he had made contact with the Tanger Outlets people and they are signing over 250 promotional things that we can insert with registration for their stores.

Lou Riccio then commented on the phenomenal job Vernon Lawrence is doing with the Atlantic City Convention Service Center. They are going to do something for us as well that can be included in the registration package. At Resorts we have now upped our room number to over 500 room nights. Once you are over 500 room nights, the Atlantic City Convention Service Center will kick in some money, which will really up our budget and has not been counted in our revenue sources, but will be a nice bonus.

Vernon Lawrence and Louis Riccio are reaching out to the Mayor of Atlantic City and Lou Riccio has reached out the NJ DCA Commissioner Chuck Richmond to see if he can be part of the program.

Meeting Schedule

Joe Billy, Jr. asked if there was anything else on the conference. Then stated that since we have covered the newsletter, let us move on to the Meeting Schedule. There are a couple of dates to be announced so we may use this facility again. In addition, we would like to hold a meeting in Southern New Jersey. If anyone has a suggested location for that meeting please feel free to give us. We will send out a revised schedule with any changes.

Bill Snyder noted that we need to change the July date from July 28 to July 21, since the Rutgers Club will be closed on 28th.

Committee Assignments

Joe Billy, Jr. stated that Bill sent around a list of Committee Assignments. These were the committees from 2015. If you are interested in serving on another committee please contact either Bill of myself.

There was some talk about the renewal of contracts, but Bill Snyder reminded everyone that the contracts are to be in line new administration and be in place for 2 years. DeCotiis requested that they increase their hourly rate from $140 to $175, but NJNAHRO rarely uses them now.

Louis Riccio made a motion to renew the professional service contracts - Service Officer, Accountant, and Legal through 2017. That motion was seconded by Jack Warren. The vote was approved unanimously by voice vote.

7. New Business:

Joe Billy, Jr. talked about the NAHRO Poster Contest. It was decided that Gary Centenaro would be in charge of the Poster Contest again this year.

8. Adjournment:

Louis Riccio made a motion to adjourn and was seconded by John Mahon. The Vote was unanimous to adjourn