

**Executive Board**

**Monthly Meeting Minutes**

**June 24, 2016**

**Life Station Conference Room, Union, NJ**

Present: Joseph Billy, Jr., President

Christopher Marra, Recording Secretary

Eric Chubenko, VP, Housing

E. Dorothy Carty Daniel, VP, Commissioners

Janice DeJohn, VP, Professional Development

John Mahon, VP, Legislation

Louis Riccio, Trustee

Sherry Simms, Trustee

Madeline Cook, Immediate Past President

Bill Snyder, Service Officer

Absent: Victor Cirilo, Senior VP - **EXECUSED**

Douglas Dzema, Treasurer

Grace Dekker, Corresponding Secretary - **EXECUSED**

Gary Centinaro, VP Member Services

Vernon Lawrence, VP, Community Development - - **EXCUSED**

Ronald Van Rensalier, Trustee

Jack Warren, Trustee

David Brown, Trustee - **EXCUSED**

John Clarke, Trustee

Robert DiVincent, Trustee

Richard Keefe, Trustee

Susan Thomas, Trustee

**APPROVAL OF THE MEETING MINUTES FROM MAY 24, 2016**

Joseph Billy, Jr. asked for approval of the minutes for May 24. 2016. Janice DeJohn made a motion of approve the minutes and Eric Chebunko seconded the motion. Chairperson Billy called for a voice vote. The minutes were adopted unanimously.

**REPORTS**

Chairperson Billy noted that Victor Cirilo and Douglas Dzema were not in attendance. However there is a Treasurer’s Report and a Bill’s List. The treasurer’s report shows our expenditures up to date. It shows that we are moving up pretty good with our variances.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revenue** | **2016** | **Budget**  **5 Months** | **Actual**  **5/31/16** | **Variance** |
| Training-Net of Expenses | $32,500 | $13,542 |  | ($13,542) |
| Dues | $10,500 | $4,375 | $8,750 | $4,375 |
| JIF Contribution | $39,200 | $16,333 | $19,896 | $3,563 |
| Interest Income | $2,000 | $833 | $597 | (236) |
|  |  |  |  |  |
| Total Revenue | $84,200 | $35,083 | $29,243 | ($5,840) |

The expenses were also very close to budget.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPENSES** | **2016** | **Budget**  **4 Months** | **Actual**  **4/30/16** | **Variance** |
| Monthly Meetings | $3,000 | $1,250 | 1,248 | ($2) |
| Newsletter | $3,000 | $1,250 | 2,327 | ($1,077) |
| Website | $300 | $125 | 401 | ($276) |
| Service Officer | $30,000 | $12,500 | 12,500 |  |
| Legal Fees | $8,000\* | $3,333 | 156 | 3,177 |
| Legislative Conference | $7,500 | $3,125 | 1,311 | $1,814 |
| Administrative Expenses | $10,000 | $4,167 | 2,726 | $1,441 |
| Audit | $800 | 333 |  | $333 |
| Accountant | 8,300 | $3,458 |  | $3,458 |
| Scholarship | $24,000 | $10,000 |  | $10,000 |
| Board Retreat | $7,500 | $3,125 |  | $3,125 |
| JIF Marketing | $5,000 | $2,083 |  | $2,083 |
|  |  |  |  |  |
| Total Expenses | $107,400 | $44,750 | $20,669 | $24,081 |
|  |  |  |  |  |
| Excesses of Expenses  Over Revenue | (23,200) | ($9,667) | $8,574 | $18,241 |

There is also a Bill’s List which you will see that there are 3 scholarships that are being paid off and our regular monthly expenses.

**Bill List**

Check # Payee Amount

1565 Kaia Mobley $2,000.00

1564 Kirsten Meneses $2,000.00

1566 Tianna Tucker $2,000.00

1567 William Katchen, CPA $2,000.00

1568 Execu-Tech, LLC $2,500.00

Louis Riccio made a motion to approve the bill list and Eric Chubenko seconded the motion. Chairperson Billy called for a voice vote. The bill list was approved unanimously.

Louis Riccio - I have a something regarding the budget. I see that we are running a little deficit. I want to increase that deficit – unfortunately. I think I sent out an e-mail to everybody regarding golf outings and other retirement events that NJNAHRO should be represented at these events. We should consider supporting these events related to NJNAHRO members. Looking over the past four of five years there have only been a handful times we been asked for a total of no more on any one year $4,000 to $4,500. I was going to suggest that maybe we put a line-item in the budget – it does not have to be used, but for $5,000.

I know there are three golf outings coming up Orange, Irvington, and Plainfield. We always get invited and have seldom attended. Plainfield sent like 10 people and Orange sent about eight people to our conferences over the past two years. It is just a suggestion, if you want to discuss it or think about it that is OK.

Joe Billy, Jr. – So there is still time and since we have a lighter crowd today maybe we should just digest it. I do not think our deficit is going to be as bad as we anticipated. There was an increase in the JIF payment and our legal expenses have been greatly reduced.

Louis Riccio – The MARC/NAHRO conference this year did better than we thought. I thought we would break even or make $10,000 to $12,000. However we are going to make $26,000 and MARC is going to get $17,000. The reason that it is as high as it is – is we did get $3,890 from Welcome AC – which was thanks to Vernon Lawrence.

John Mahon – Can I just throw one thing out about retirement events. If we are going to do that can we at least set criteria? There was a long standing second in command who retired and that executive director apparently pitched a fit that we did not send a representative to it. I did not know it was going on, but still how far down we have to go.

Louis Riccio – I think it is a case-by-case basis, John – I do not think it is carte blanche.

Janie DeJohn – We were just talking at the last meeting that we were worried about the budget and we cut down the scholarship from $2,000 per year to $1,000 per year. I agree that we should be more involved in these events I just worry about the money.

Chris Marra – I remember last year in November at the retreat you lead this discussion about this specific topic – golf outings and you said at a minimum we would do something like take signage at a hole and perhaps they could reciprocate by taking one at our golf outing. At that point I think everyone was in agreement with that idea, but I do not think you established a budget say $2,000.

Louis Riccio – No we did not, we have never done it before and we want to…

Bill Snyder – I think you should set a limit and it could be as Chris said… I have seen the prices range all over and the signs are like big bucks.

Louis Riccio – they are $1,500 for a sign at Orange Housing golf event.

**E. Dorothy Carty-Daniel** **– then called in on the conference call system.**

Madeline Cook – Didn’t we talk about this a few meeting ago when we were asked to contribute to this bus tour that Monarch was going to go to Washington, D.C. . Didn’t we set a limit for that I think $250.

Joseph Billy, Jr. – I think you are absolutely right.

Bill Snyder – I agree and I think for these golf outings for some $250 gets a sign and $250 does not get anything, but here is our participation.

Louis Riccio – Personally I do not care what the dollar limit is, I just think we

show that we are participating. I do not want these housing authorities that are supporting us to feel like we are neglecting them. What John talked about before was the Linden Housing Authority. When Mary Spoon retired, no one knew about it. I did not know about it. But since that point the Linden Housing Authority has not participated anymore and they used to send 8-10 people

Sherry Simms – Do you think we can mend that bridge?

Louis Riccio – I’ve tried, I think others will have to try.

Joseph Billy, Jr. – Keep it on the agenda and we will talk about it.

Sherry Simms – Are there any golf outings coming up?

Louis Riccio – Not until late September.

Madeline Cook – Can we do like a contingency line and put $1,000 in that line.

Joseph Billy, Jr. – We can put it into Administrative Expenses. Even if we are over the budget, we will know the reason we are over. We have $10,000 in that line already and just use it for now.

Chris Marra – No Report

Grace Dekker – Absent

E. Dorothy Carty Daniel – No Report

Janice DeJohn – I have distributed a thank you letter from Tiara Bryant from the Morris County Housing Authority. She is a new scholarship recipient from this year. The winners have been posted on the website and some are starting to give their information to get their checks. I also brought the dues report from Bill Katchen’s office. We have collected $8,575. I am actually one of the agency’s that did not pay their dues. I had them send me a new bill and I am paying it.

There are some that have notes that state NOT Renewing, however we do not believe that is true.

(Board members were reviewing the list)

There was some discussion about those that had not paid their dues and why that might be so, such as a change in leadership or some prior issue.

Vernon Lawrence – Absent

Eric Chebunko – My only report is about a PIH Notice revision to the operating subsidy calculation that you could appeal or amend your submission based on certain criteria. I have no other report.

Louis Riccio – Has anyone prepared their Fair Housing Plan based on the Further Affirmative Fair Housing statute? That is going to be coming up soon. Brenda Edmonson is going to be going around checking Housing Authority’s for their Fair Housing Plan. NAHRO, PHADA and CLAPPA all fought against this. HUD is about to implement it and regulations have been posted and it is going to be a major item. Because this is so important we may take one entire morning from 9:00am to 12:00 pm at our November training. We are going to have professionals there to show you how to put together the plan.

Bill Snyder – There are two ways of doing this plan. There is a tool and we want people learn to how to prepare the plan. It is about one thing it is about economic integration of suburbia.

Louis Riccio – The tool not only looks at Census Tracts, but below census tracts which is neighborhoods.

John Mahon – The cities have to do something too – especially if they have a Community Development Block Grant program if we are not on the same page, similar or identical I think that will cause a problem for one or the other.

Louis Riccio – hopefully the city reaches out to you or you reach out to the city.

Further discussion about the Fair Housing Plan and the challenges HUD, counties, and cities will have initiating and implementing such a plan were the primary topics.

John Mahon, VP Legislation – I want to bring to everyone’s attention HR 3700 The Housing Opportunity Through Modernization Act has been introduced in the Senate. It is a bi-partisan act which Senator Menendez is a co-sponsor. National has gotten in touch with me I am going to be working with them to work with his office through the housing committee nationally to get this thing up and going.

Chris Marra – This is the asset limitation bill? In the original bill it was one figure for the whole country.

Bill Snyder – Forty years ago it was 2½ times the income limit. There should be an asset test.

Joseph Billy, Jr. – Thank you John. Since Gary is not here, next up is Mr. Snyder.

Bill Snyder –The website is updated. It includes the interns and scholarship winners. Lou has asked me about putting something up about the conference in November which we will do as soon as we have more information.

The session you saw today was outstanding turnout. A lot of it has to do with John and the director from Neptune Housing Authority. We are trying to get him more involved. He has 14 people here today. This facility worked out great. It even works for Dorothy with the telephone system.

Future sessions coming up in November, but what I am suggesting… Joe sent around an e-mail list, we are trying to get more staff involved in training. The more staff people we can get on our list the more people we can confirm.

Neptune has five people for UPCS training. Since we just did it, we would help facilitate a training that could be handled by Neptune at its facility with other HA sending staff to reduce the cost to Neptune.

My thought was maybe at the November meeting we should have a Certification Program with the Housing Choice Vouchers for two days and then the staff can get certified several people have indicated to me they have staff that needs to get certified. In conjunction with that we would still do our morning sessions which would be two sessions one would be Further Affirmative Fair Housing and how to develop plan. The other session would be for commissioners: How to conduct a meeting…parliamentary procedures.

For the second day we have not decided yet, a track for staff and a track for commissioners. Based on our MARC/NAHRO experience we had 46 people for tax training and also a good turnout for UPCS training.

Bill noted there is an active conference committee. That committee is working on the hotel issue right now.

Further discussion took place regarding the suggestions for conference sessions discussed by Bill and people’s other thoughts and suggestions, including how this conference is at the same time as the NJ League of Municipalities and how to arrange/negotiate a training vendor for the Housing Choice Voucher Certification Program. During the conversation, Louis Riccio brought up that next April will be NJNAHRO’s 25th conference.

Joseph Billy Jr. – Bill one more thing – the audit. Do you think you could bring that thing back to life? We had some e-mails that it would be done, but we missed this for a number of years. I think the last e-mail I saw was that May would be a good time to do it. ..

Louis Riccio – You want to hear something funny, I gave Bill Katchen the check book for conferences about six to nine months ago, before MARC even began and he has never closed it out. I have two checks left, one will be used to reimburse Madison Affordable for postage from the MARC/NAHRO conference and the other check will be for $8,900 I am writing to NJNAHRO and sending it to Bill. We have not used that account for a number of years. It will be extra money in our coffers which has never been accounted for.

Joseph Billy, Jr. – That is great.

Bill Snyder – Rich Larson is the auditor now.

Further discussion proceeded about who is now doing our audit, Polcari & Co. or Larson.

Louis Riccio – I do not know what they are going to look at. We have so few bills. I am telling you right now there are no records to audit

John Mahon - They maybe in my office. I have boxes and boxes of materials.

Bill Snyder – I can tell you when he got the records (Michael Maurice of Polcari & Co.) Diane Johnson’s retirement party – 3 years ago.

Joseph Billy, Jr. – It would be prudent to get this audit completed, based on the environment we are now in with all the OPRA requests.

No resolutions.

Under Old Business conversation was lead by Louis Riccio and Janice DeJohn about the conference in November and the 2017 events.

**Old Business** – The old conferences. For the training in November… Janice has been talking to Wendy at Tropicana for next April’s 25th Conference, but do not have space for 60 vendors during the time we want in April. For the retreat and conference in 2017 we are looking at the Borgata, Harrahs and Tropicana.

In November for the training we are going to the Tropicana Monday the 14th through Thursday, the 17th .

Madeline Cook – Did anybody get a notice about a VMS review?

Eric Chebunko – I did it is scheduled. We are scheduled in August. Apparently, they are telling us it will take a week. They want anyone involved in the VMS process.

Bill Snyder - The only other thing we did is the reconciliation on the conference. I think we should take action while the numbers are what they are: They may change a little bit, but the amounts we last used in our telephone call was

$16,935.08 to MARC and $25,402.62 to NJNAHRO so we actually did good.

Louis Riccio – It has gone up, since we got two checks to come in since that reconciliation. So it is like $26,000 and change and $17,000.

Bill Snyder – I think MARC wants their money so we should take action to authorize Bill Katchen to issue a check to MARC for their amount – up to whatever the final amount is based on the recent two checks.

Louis Riccio made a motion and Madeline Cook seconded the motion.

Joseph Billy, Jr. asked if there was any discussion.

There was further discussion about past MARC conferences and a review of the attendance figures by state for this year’s conference.

Joseph Billy Jr. – Any new business? Lou, the nominating committee.

Louis Riccio – I sent an e-mail around to everyone. The Nomination Committee met to discuss replacing the two individuals no longer on the board. There are two people who have asked to serve on this board for years, Randy Wood from Plainfield and Rick Iovine from Burlington. Rick has a small agency in the southern part of the state, but he has always been supportive. Plainfield has been extremely supportive always sending 8-10 people to conferences and training.

I think what we need is a broad based policy that once a year we send a notice out to all Housing Authorities asking if anyone is interested in serving on the board – not that there are any openings immediately – to let us know by sending us a copy of their resume. Every two years we have an election. At that time we will go back to those people who submitted a resume and ask them to follow the procedure already in place – obtaining 10 signatures to get onto the ballot. We will already have the resume in case there is an interim replacement needed.

So, I am recommending Rick and Randy to replace Lynn Nutley and Maria Marquez. Eric Chebunko seconded the motion.

Joseph Billy, Jr. asked if there was any discussion.

Bill Snyder – Have these candidates been vetted about attending meetings?

Conversation and discussion then followed about current members and prospective members who do not attend meetings.

Lou did say he spoke to both candidates about attending meetings and both committed to do so.

Joseph Billy, Jr. – Do the by-laws reflect attendance?

This question caused some confusion among members with some answering yes and others answering no. The question then was brought up about why people ask for Excused Absences.

Bill Snyder – In reviewing the by-laws off the website, Bill stated that Article 6 Paragraph 10 specifically addresses attendance: “Any Board member who is absent from 3 consecutive meetings of the Board of Trustees without a reasonable excuse, shall be automatically removed from the Board of Trustees.”

Conversation then continued about trustees who not only seek an excused absence on a regular basis, but who do not attend any meetings and do not respond to any e-mails or communicate.

Bill Snyder – What I would suggest is that I send an e-mail to all Board members saying that this has been discussed at numerous meetings and the Board can take action today to state that effective on and after this date the bylaws state as follows going forward if you miss three consecutive meetings you are going to be automatically removed from the Board, unless you have an acceptable and reasonable excuse and that will be decided.

Bill continued, I think part of this will be to find a system where people can dial in. Even today when we offered people that opportunity only Dorothy dialed in. I think some people take this for granted. I think it is very important that everyone be notified with some kind of receipt that it has been notified. It is something that should be started in September.

Joseph Billy, Jr. - we have not yet voted on the two replacements for the Board. Joseph Billy, Jr. called for a voice vote and both were approved unanimously.

Louis Riccio then made a motion to enforce the by-laws and send a letter to Board members about attendance. Eric Chebunko seconded the motion.

Janice DeJohn – effective with the September meeting

John Mahon – How are we going to deal with the telephone call aspect? Is that considered attending a meeting? Is there a fear that a picture of empty chairs with telephones in front of them will become common place?

Madeline Cook – First of all most of us do attend the meetings. On attendance, I absolutely agree with the bylaws. We see the e-mails go to you – I can‘t make the meeting, no reason.

Joseph Billy, Jr. – Then called for vote to send out a strong reminder to everyone about attendance at meetings. A voice vote was unanimous in approving the motion.

Joseph Billy, Jr. then asked for a motion to adjourn. Madeline Cook made a motion to adjourn, it was seconded by Lou Riccio. All voted to approve the motion.