



MONTHLY MEETING MINUTES

Meeting Date: 01/24/13

Location: The Parkview – Perth Amboy, NJ



MONTHLY MEETING AGENDA

Regular Meeting:	January 24, 2013
Time:	10:00 A.M.
Location:	Rutger's Club
	New Brunswick, NJ

- 1. Call to Order (sign-in).**
- 2. Approval of Previous Meeting Minutes (10-25-12) and Excused Absences.**
- 3. Reports**

Madeline Cook	Senior Vice President
Douglas Dzema	Treasurer
Sandi Niemiec	Recording Secretary
Kay Nest	Corresponding Secretary
E. Dorothy Carty-Daniels	Vice President – Commissioners
Lillilan Cuifo	Vice President – Community Development
Joseph Billy	Vice President – Professional Development
Victor Cirilo	Vice President – Housing
Louis Riccio	Vice President – Legislation
Gary Centinaro	Vice President – Member Services
Bill Snyder	Service Officer
- 4. Resolution to Ratify Approval for Payment of Bills for 11/2012 and 12/2012.**
- 5. Resolution to Approve Payment of Bills for 01/2013.**
- 6. Resolution Approving the 2012 Budget Revision.**
- 7. Resolution Approving the 2013 Budget.**
- 8. Resolution Authorizing 2013 Insurance Contract Not To Exceed \$1,500.00.**
- 9. Resolution Authorizing 2012 Audit Contract Not To Exceed \$900.00.**
- 9. Resolution Approving 2013 Service Officer Contract**
- 10. Resolution Approving 2013 Fee Accountant Contract**
- 11. Old Business**

12. New Business


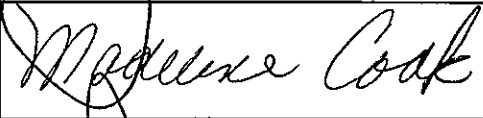


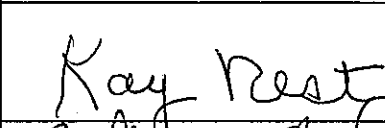

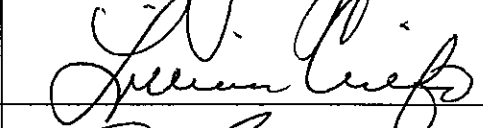
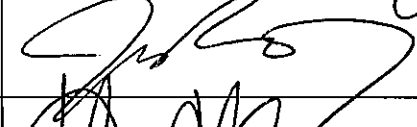
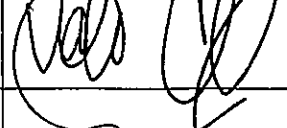
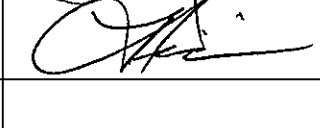
13. Adjournment

Monthly Meeting Sign In Sheet

01/24/13 – The Parkview, Perth Amboy, NJ

OFFICERS

Please sign below adjacent to your name

John Clarke	President	
Madeline Cook	Senior Vice President	
Douglas Dzema	Treasurer	
Sandi Niemiec	Recording Secretary	
Kay Nest	Corresponding Secretary	
E. Dorothy Carty Daniel	V.P. – Commissioners	
Lillian Cuifo	V.P. – Community Development	
Joseph Billy	V.P. – Professional Development	
Victor Cirilo	V.P. – Housing	
Louis Riccio	V.P. – Legislation	
✓ Gary Centinaro	V.P. – Member Services	

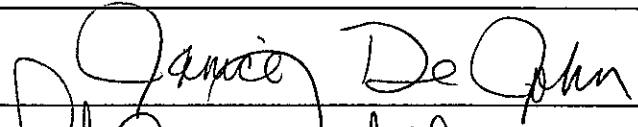
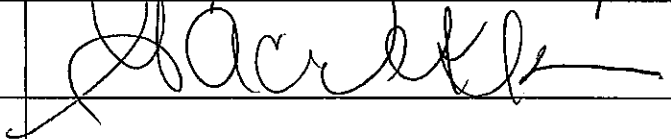
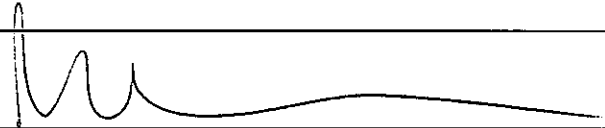
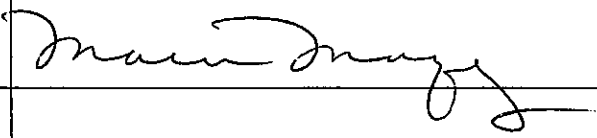
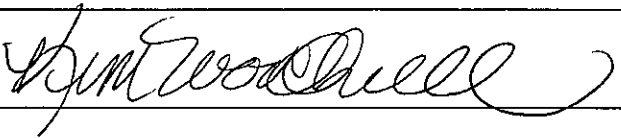


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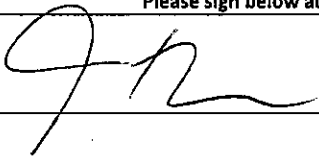
TRUSTEES

Please sign below adjacent to your name

✓Eric Chubenko	
Janice DeJohn	
Grace Dekker	
Robert DiVincent	
Samuel Hudman	
Richard Keefe	
Melissa Kuzma	
Maria Marquez	
✓Sherry Sims	
✓Jack Warren	
Kimberly Woodhull	

IMMEDIATE PAST PRESIDENT

Please sign below adjacent to your name

John Mahon	
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MONTHLY MEETING MINUTES – 01/24/13

EXCUSED ABSENCES: Gary Centinaro, Eric Chebenko, Sherry Sims, Jack Warren

John Clarke – Welcomed everyone and opened meeting.

MOTION: Approval of previous meeting minutes

Moved – Lou Riccio

2nd – Joe Billy

All in favor.

No one opposed.

REPORTS:

Madeline Cook – Senior Vice President:

- No report.
- Noted NJAHRA PIC Training March 15th and Meeting on June 21st.

Doug Dzema – Treasurer

- Review the revisions to fiscal year ending 12/31/12.
 - o Lower revenue #'s due to Hurricane Sandy (conference not held).
 - o Expenses increased in areas of legal fees and unanticipated administrative expenses.
 - o (John Clarke) important to end year with as close to real numbers as possible.

MOTION: Approval of Budget Revisions 2012

Moved – Lou Riccio

2nd – Madeline Cook

All in favor

No opposed

- Discussion of 2013 budget.
 - o (Lou Riccio) Training revenue expected to increase around \$15,000.00.
 - o (Doug Dzema) Should incorporate in budget.
 - o (Doug Dzema) Inquired about website expenses.

- (Bill Snyder) around \$20.00 month.

MOTION: Approval of 2013 budget adding \$300.00 annually for website expense and administrative expense increase to \$15,000.00

Moved – Lou Riccio

2nd – John Mahon

All in favor

No opposed

- Review of current month's bills.

MOTION: Approval of January bills

Moved – Lillian Cuiffo

2nd – Kay Nest

All in favor

No opposed

- Review of November and December bill ratifications.

MOTION: Approval of ratification of November and December bills

Moved – Lou Riccio

2nd – Sandi Niemiec

All in favor

No opposed

Sandy Niemiec – Recording Secretary

- No report.
- (John Clarke) Finalizing ppwk for 501C3. Need seal.

Kay Nest – Corresponding Secretary

- No report.

E. Dorothy Carty-Daniels – V.P. Commissioners

- Discussed VAWA bill and issues facing new legislation and resulting environment.
 - Requested support of organization.
 - (John Clarke) possible agenda item for Legislative Conference.
 - Would like to reach out to commissioners on a nation-wide basis for support.
 - Discussion of how it affects Housing policies.

Lillian Cuifo – V.P. Community Development

- Discussed the extension through end of 2014 – 9% low income tax credits.
- Discussion of existing programs status and possible new programs.
- Update on Special Needs status.
 - o Does have money for Ranch projects.

Joe Billy – Professional Development

- Training: Friday, March 8th – Perth Amboy, NJ – (BDO) – 2 sessions.
- (Bill Snyder) Discussion of plans to merge HQS to UPCS.
- (John Mahon) Discussion of management training courses that are available.

Victor Cirilo – Housing

- Notices – 2013–03 – Discussed notice and all methods/steps listed to reduce administrative burdens and assist with recertification process.
 - o (Kimberly Woodhall) May cause possible issues down the road.

Lou Riccio – Legislation

- Discussion of funding schedules and amounts.
- Discussion of State actions/plans in regard to eliminating COAH.
- Discussion of Retreat agenda (Revel).
 - o (John Clarke) should have not-for-profit ppwk by then and can address changes that need to be made.
- Discussed Conference agenda (Resorts).
- Discussion of plans to hold smaller conference in November as elections have to be held.
 - o (E. Dorothy Daniel) - Offered to do session on Success Stories.
 - o (Lou Riccio) will send email to HA Directors for individuals to serve on a panel.
- (John Clarke) requested members email to notify if not attending meeting in order to be granted excused absence.

Gary Centinaro – Member Services

- No report (Excused Absence).

Bill Snyder – Service Officer

- Further discussion of benefits of holding additional conferences per year.
- Discussion Modular Tour plans on April 5th.
- Discussion of Vendor Memberships including costs, benefits, membership packets, levels of membership, etc.
- Discussion of possible Training Institute and opportunities existing revolved around training in general.
 - o (John Clarke) All aspects, not just Public Housing.
- Review of meeting schedule for remainder of the year.
 - o (John Clarke) Please notify if your are attending the legislative conference and respective meetings including Mortons.

- (John Clarke) Consent Agenda - Review of Contracts: Insurance renewal, Audit Contract, Service Officer, Annual Accounting, Annual Legal Services, and BDO Financial training session.

MOTION: Approval of Consent Agenda

- Moved – Lou Riccio
- 2nd – Lillian Cuiffo
- All in favor
- No opposed

OLD BUSINESS:

- None reported.

NEW BUSINESS:

- (Doug Dzema) – Update on FEMA re-imburement/404 Companion Amendment
 - o Discussion of application instructions, coverage, overall process, etc.

MOTION: Adjournment of Meeting

Moved – Lillian Cuiffo
2nd – John Maho
All in favor
No opposed

Meeting Ended (11:39 am)