



Monthly Meeting Minutes

January 23, 2014

Meeting Date: 01/23/14

Location: Edison Housing Authority



January 23, 2014

Excused Absences: Kay Nest, Lillian Ciufu, Hazel Burnett-Davis, Louis Riccio

Madeline Cook – Welcomed everyone and upon roll call the meeting was called to order

Kimberly Iozzi made a motion to approve the previous meeting minutes of January 23, 2014 which was seconded by Douglas Dzema and unanimously approved.

Resolution 2014-01-Approve Annual Budget FYE 12/31/2104

Joseph Billy made a motion to approve Resolution 2014-01, which was seconded by Douglas Dzema and on a roll call vote was unanimously approved.

Resolution 2014-02-Approve Accounting Contract

Douglas Dzema made a motion to approve Resolution 2014-02 to hire William Katchen to perform accounting services, which was seconded by Grace Dekker and unanimously approved.

Resolution 2014-03-Approve Legal Service Contract

Douglas Dzema made a motion to approve Resolution 2014-03 to hire the firm of DeCotis, Fitzpatrick & Cole, LLP to perform legal services, which was seconded by Victor Cirilo and unanimously approved.

Resolution 2014-04-Approve Service Officer's Contract

Jack Warren made a motion to approve Resolution 2014-04 to hire William Snyder to perform as Service Officer, which was seconded by Douglas Dzema and unanimously approved.

REPORTS:

Senior Vice President, Joseph Billy: none

Treasurer, Douglas Dzema: Financially Stable

Recording Secretary, Janice DeJohn: In the absence of Lou Ricco, Janice reported Lou is seeking volunteers for the registration table at the April Annual Conference. Anyone wanting to volunteer for this signed the sheet being distributed.

Corresponding Secretary, Kay Nest: Excused Absence

Vice President-Commissioners, Dorothy Carty-Daniel: Absent

Vice President-Community Development, Lillian Ciufu: Excused Absence



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Jack Warren updated the medical condition of Lillian Ciufu who is still hospitalized. Madeline Cook suggested the Board make a motion to extend the excused absences of Lillian Ciufu and Kay Nest until further notice of Lillian's improved health. Grace Dekker made the motion, which was seconded by Victor Cirilo, and unanimously approved.

Vice President-Professional Development, Victor Cirilo: Victor discussed the status of the RAD program and included comments from Bill Snyder and John Clarke. All agreed there is a need to have a seminar at the April Conference on this subject. Victor noted proposals have been received and are being reviewed for the Training Institute (Copies of proposals received were distributed and are attached).

Vice President-Housing, Eric Chubenko: Eric discussed the Executive Director salary cap subject and the Section 8 funding. John Clarke included the importance of Set-Aside program.

Vice President-Legislation, John Mahon:

Vice President-Member Services, Gary Centenaro: Absent

Service Officer, William Snyder: Bill reported on the topics for the April Conference and suggested specific training for staff and possibly a program for the Physical Needs Assessment. Bill has revised the website to include a "Solution Center". Discussion regarding the Annual Retreat suggested the retreat be held November 18 – 20 and include a date for the Annual Meeting. The Conference Committee will discuss and bring back to the Board. The cap on salaries options were discussed and an Adhoc Committee for Legislation was formed-Doug Dzema will Chair the committee of Sherry Sims, Robert DiVincent and John Clarke.

Approval of Bills:

John Clarke made a motion to approve the monthly bill list, which was seconded by Sherry Sims, and unanimously approved.

Old Business:

New Business: The 2014 Schedule of meetings was distributed. The annual meeting was discussed in Bill Snyder's report, as well as the Annual Retreat.

Adjournment: Jack Warren made a motion to adjourn the meeting, which was seconded by Joseph Billy, and unanimously approved.

NJ/NAHRO

MONTHLY MEETING AGENDA

Regular Meeting:	January 23, 2014
Time:	10:00 a.m.
Location:	Edison Housing Authority, Edison, NJ

1. **Call to Order** – Madeline Cook (sign-in)
2. **Approval of Previous Meeting Minutes** (11/22/2013)
3. **Resolutions:**
 - a. 2014-1 -- Approval of Annual Budget FYE-12/31/2014
 - b. 2014-2 -- Approval of Accounting Contract
 - c. 2014-3 -- Approval of Legal Service Contract
4. **Reports**
 - Joseph Billy, Senior Vice President
 - Douglas Dzema, Treasurer
 - Janice DeJohn, Recording Secretary
 - Kay Nest, Corresponding Secretary
 - E. Dorothy Carty-Daniels, Vice President, Commissioners
 - Lillian Ciufu, Vice President, Community Development
 - Victor Cirilo, Vice President, Professional Development
 - Eric Chubenko, Vice President, Housing
 - John Mahon, Vice President, Legislation
 - Gary Centenaro, Vice President, Member Services
 - Bill Snyder, Service Officer
5. **Approval of Bills**
6. **Old Business**
7. **New Business**
 - A. 2014 Schedule of Meetings
 - B. Annual Meeting (1 or 2)
 - C. Annual Board Retreat
8. **Adjournment**